



## JOB DESCRIPTION

### Building Inspector

**Date Prepared: November 2021**

**SUMMARY:** Under basic supervision, performs skilled/specialized inspection and plan review work involving the interpretation and enforcement of codes and regulations for both building and health and safety issues and performs related work, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform daily inspections; review plans to determine project scope and compliance with adopted codes and standards; maintain accurate records of permits and daily inspections.
- Be available for on-call and after-hours inspections as part of a rotating on-call schedule.
- Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances; work with the public to ensure structures are safe and ready for occupancy.
- Inspect construction projects for compliance with all parts of Title 24 of the California Code of Regulations, including building/ fire codes and standards.
- Inspect construction projects for compliance with City codes, design guidelines, planning, and zoning requirements.
- Support office staff and provide counter service; respond to questions, return phone calls and emails; input correction notices and case-related comments into an automated data base; file and/or scan documents following field inspections.
- Respond to inquiries from the public and contractors regarding codes and other issues with projects, both over the phone and at the public counter.
- Participate in professional/ public meetings and training, as required.
- Assist with plan review.
- Support the relationship between the City of Victorville and the general public by demonstrating courteous and cooperative behavior when interacting with visitors, the public and City staff; maintain confidentiality of work-related issues and City information; perform other duties, as required or assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

High school diploma OR GED equivalent; AND two years experience in a construction related field. An Associate's degree in a related field is preferred and may substitute for the required experience. Possession of one of the required certifications may also substitute for one year of the required experience.

**Knowledge of:**

- City policies, procedures, codes, and ordinances.
- Title 24 of the State Code of Regulations.
- Health and Safety Code.
- Construction scheduling, practices, and methods.
- Architectural design and construction methods.

**Skill in:**

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using initiative, discretion, and good judgment within established procedures, guidelines, and rules.
- Defining problems; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal codes, laws, and regulations.
- Operating a personal computer and various software applications.
- Practicing appropriate safety precautions and procedures.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, architects, engineers, developers, contractors, private agencies, and the general public.

**LICENSE AND CERTIFICATION REQUIREMENTS**

- Must possess a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Residential/Commercial OR Combination Inspector certification is preferred but will be required within 12 months of hire.
- Fire Inspector I certification is required within 12 months of hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in both an indoor and outdoor environment. May be required to traverse uneven terrain, work in trenches, climb ladders and walk on steep slope roofs. May be exposed to heavy machinery, and extreme weather conditions. Incumbent must have the mobility to visit City job sites on a regular basis. Visits to job sites include exposure to dust, extreme hot and cold temperatures, noise and inclement weather in a construction zone environment with occasional exposure to hazardous work conditions. Physical demands consist of frequent standing, climbing, walking, lifting, bending, or stooping. May be required to lift and carry items weighing up to 75 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate both verbally and in written form with great facility and be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, attend evening meetings after working a full day, if necessary.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date