

BUILDING PLANS EXAMINER/INSPECTOR

Definition

Under direction, to review both and commercial plans and applications for conformance to all applicable State and City building codes; including structural, electrical, mechanical, plumbing, fire/life safety, State of California Energy Regulations and the physically disabled access laws. Perform the inspection of buildings and structures to see that construction or alteration work is being done according to approved plans and in accordance with all applicable State and City buildings codes, and do related work as required.

Examples of Duties

Duties may include, but are not limited to, the following:

Reviews checks and approves building construction plans to verify compliance with all applicable State and City building codes.

Inspects buildings and structures to see that construction, alterations, or maintenance work complies with the provisions of all State building codes and City ordinances.

Calculates building valuations and permit fees.

Issues building, plumbing, electrical, and mechanical permits.

Answers the telephone and other public inquires regarding building and plan check questions.

Performs regular public counter functions and meets with interested individuals to discuss and review plans and related questions.

Conducts inspections of existing buildings to determine hazardous conditions.

Prepares written reports and miscellaneous correspondence.

Coordinates with other City departments.

May act for the building Official in his absence, as assigned.

Employment Standards

Education and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of responsible experience in the building trade, plan examining, and Building inspection fields. Preferably with a journey- level status in any of these related fields.

Education:

Any combination equivalent to graduation from high school and two years of college.

Knowledge and Ability to:

Thorough *knowledge of:* building codes, building inspection, plan checking principles and techniques.

Read and interpret building plans and specifications and to enforce their application in building construction.

Work at a centralized public counter and work with a diverse group of people.

Use computer hardware and software for a automated permitting and inspection system.

Prepare clear written reports and correspondence.

Deal effectively with and secure the cooperation of persons with the building trades.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

License(s) and/ or Certification(s):

Must possess a valid California Driver's License and have an acceptable driving record at time of appointment. Possession of Valid Certification from the International Code Council (ICC) as either a building inspector or plans examiner. Within one year of employment both certifications must be obtained.