

## CITY OF SAN JUAN CAPISTRANO

### BUILDING & GRADING INSPECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To perform technical building inspections for commercial, residential and industrial projects; to enforce compliance with building codes, regulations and ordinances; to perform grading inspections; and to work with developers, architects and contractors to maintain code requirements and resolve problems relating to code compliance.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Building and Code Enforcement Manager.

**ESSENTIAL FUNCTION STATEMENTS** . *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Inspects industrial, commercial and residential buildings during various stages of construction and remodeling; ensures compliance with applicable uniform building, plumbing or mechanical codes, ordinances and regulations.
2. Inspects existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances.
3. Performs technical building inspections to insure compliance with adopted codes in the areas of plumbing, mechanical, electrical and/or HVAC.
4. Grading inspection including soil/erosion control and NPDES compliance such as illegal drainage, retaining walls, erosion control plans.
5. Inspects foundation, concrete, steel, masonry, wood construction, framing, plastering, plumbing, heating and electrical installations and a large variety of other complex and routine building system elements.
6. Issues violation notices; maintain records of history of facts for possible legal actions.
7. Assists in conducting standard code enforcement investigations including building and zoning, weed abatement and vehicle abatement.
8. Conducts grading inspections; reviews tests of construction material including asphalt, sand, gravel, concrete and aggregate; ensures compliance with specification.
9. Performs plan checks of complex buildings and structures; ensures compliance with codes, ordinances and regulations; recommends modifications as appropriate.

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10. Coordinates building inspections with the Fire department, Sheriff's department and Health department; performs special inspections for as-built construction, fire damage and child safety.
11. Assists at the front counter; confer with architects, contractors, builders and the general public; receive and review plans; explains and interpret requirements and restrictions; issues permits as appropriate.
12. Maintains files and reports regarding inspection and plan check activities and active building permits; prepares building inspection reports, legal forms and correspondence.
13. Attend and participates in pre-construction and pre-grade meetings; stays abreast of new trends and innovations in the field of building inspection.
14. Participates in hearings and appeals of citations.
15. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Applicable building codes and ordinances enforced by the City including uniform building, electrical, plumbing, mechanical and zoning codes,  
Methods and techniques of building and grading inspection.  
Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.  
Basic techniques and practices of building construction.  
Principles of structural design and engineering.  
Principles and procedures of record keeping.  
Principles of business letter writing and basic report preparation.

**Skill in:**

Interpreting and applying pertinent Federal, State and local laws, codes and regulations.  
Determining if construction systems conform to City code requirements.  
Applying technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.  
Reading and interpreting building plans, specifications and codes.  
Making mathematical computations rapidly and accurately.  
Enforcing necessary regulations with firmness and tact.  
Understanding and following oral and written instructions.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of experience in building inspection or construction.

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**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in building inspection and/or code enforcement.

**License or Certificate**

Possession of International Code Council (ICC) Building Inspector Certification.

Possession of, or ability to obtain a plumbing certificate is desirable.

Possession of, or ability to obtain a mechanical certificate is desirable.

Possession of, or ability to obtain a electrical certificate is desirable.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office, field and construction site environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases; work at heights on scaffolding and ladders, on uneven surfaces, in confined spaces or around heavy construction equipment.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for light lifting, bending, stooping, climbing, walking and standing for prolonged periods of time; operating motorized vehicles; visual acuity for reading building plans and schematics.