

City of South San Francisco  
Human Resources Department

**Building Inspector**  
Class Description

**Definition**

Under general supervision, inspects buildings and structures in all stages of construction, alteration, and repair; reviews building plans and specifications; enforces building, plumbing, electrical, mechanical, zoning, and fire codes and laws; issues permits and collects fees; and does related work as required.

**Distinguishing Characteristics**

Incumbents in this class are expected to gain experience on the job, perform journey-level inspection work in all fields of inspection, including structural, plumbing, mechanical, electrical, and fire, as well as enforcing federal, state, and local codes and ordinances.

**Typical and Important Duties**

1. Makes field inspections of building construction, plumbing, mechanical, or electrical installations in all stages of completion in residential, business, or public buildings to ensure compliance with applicable building, electrical, plumbing, mechanical, fire and safety codes, safety orders, ordinances, and regulations.
2. Conducts final inspections of completed work giving approval to acceptable structures and installations.
3. Investigates violations of building and zoning laws.
4. Checks plans and specifications for completeness and accuracy.
5. Provides information to the public regarding building, installation, zoning, and related requirements.
6. Checks contractors and industrial and commercial businesses to ensure they are properly licensed.
7. Keeps records and prepares inspection reports.
8. Resolves disagreements and problems concerning inspections and compliance.
9. Operates a variety of machines and equipment such as automobile, camera, measuring tape, calculator, drafting and computer equipment.
10. Issues permits and collects fees.
11. Conducts basic fire and code enforcement inspections to witness compliance with state and local codes, ordinances, and regulations.
12. Performs related duties and responsibilities as assigned.

**Job-related Qualifications**

Knowledge of:

- Construction procedures, terminology, tools, and materials.
- Accepted safety standards in building construction work.

- General provisions of the current state building codes.
- Principles, practices and methods of plan check and inspection.
- Principles and techniques of effective customer service.
- Data and records management principles and practices.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.

Ability to:

- Learn specific provisions of applicable codes, ordinances, and regulations enforceable by the City.
- Apply technical knowledge of building trades work.
- Detect deviations from plans, specifications, and standard installation practices.
- Use sound inspection methods to examine workmanship and materials.
- Read and interpret diagrams, plans, and specifications.
- Make arithmetical computations rapidly and accurately.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Propose process improvement changes to streamline procedures.
- Work independently; organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.
- Understand and comply with City and departmental rules and regulations.

Skill in:

- Learning and applying basic computer skills, including word processing, databases, and calendar and e-mail systems.
- Entering and retrieving data from a computer with sufficient speed and accuracy sufficient to perform assigned work.
- Rapid note taking and accurate transcription of own notes.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Experience:

- Two years building inspection experience with a city or county.
- Or three years of journey-level experience in the building trades.
- Additional training, apprenticeships, seminars, certificates, licenses or other related experience in the construction field is desirable.

**Training:**

Equivalent to graduation from high school.

**Licenses and Certificates**

- Possession of a valid appropriate California driver's license and a satisfactory driving record.
- Possession of, or obtain within one year of hire, a Commercial or Residential Building Inspector Certificate from the International Code Council.
- All licenses and certificates must be maintained as a condition of employment.

**Special Requirements**

Essential duties require the following physical skills and work environment:

**Physical Skills:**

Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; walk on rooftops; lift and carry 35 pounds; use standard office equipment, including a computer; vision to read a computer screen and printed materials, including maps and plans; hearing and speech to communicate in person and over the telephone.

**Work Environment:**

Work in standard office environment or field setting; exposure to cold, heat, noise, outdoors, vibration, confined workspace, chemicals, explosive materials, vibration, mechanical hazards, electrical hazards, traffic, and work in attics and crawlspaces; walk on pitched and flat roofs.

**Ability to:**

Travel to different sites and locations; locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work extended hours or off-shift work for meeting attendance or participation in specific projects or programs, and take call during non-business hours.

**Additional Information:**

- Approved: October 1995
- Revised Date: February 2001, June 2003, October 2006, November 2012, January 2015
- Former Titles:
- Abolished:
- Bargaining Unit: AFSCME
- DOT: No
- Status: Classified/Non-exempt
- Job Code: A135