

BUILDING OFFICIAL

DEFINITION

To inspect buildings and structures at various stages of construction, alteration and repair; to assist in the review of building plans and specifications and to enforce building, plumbing, electrical and zoning codes and laws.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Planning Director.

Supervises the Building Inspector and Building Secretary.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

- Supervising the daily activities of the Building Inspector and Building Secretary.
- Make field inspections of commercial and residential buildings during various stages of construction and remodeling.
- Review, approve and issue permits for construction work to be performed.
- Inspect foundation, cement, framing, plastering, plumbing, heating and electrical installations. Check stud, joist, rafter spacing and other structural member factors.
- Examine grade, quality and treatment of lumber, cement, lath, wire and composition.
- Perform limited plan check for structural and mechanical compliance with codes.
- Ascertain conformance with Uniform Building Code and pertinent provisions of state and county health ordinances.
- Confer with contractors, builders and the general public in the field and office. Explain and interpret requirements and restrictions.
- Identify and abate dangerous buildings and zoning violations on private property.
- Keep records and prepare reports.
- Perform related duties as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Building tools and materials, accepted safety standards and methods of building construction.
- Building and related codes and ordinances enforceable by the Town, specifically Uniform Building Codes, zoning ordinances and state and county health codes.
- Principles and techniques of building inspection work.

Ability to:

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations of plans, regulations and standard construction practices and to insure safe and weathertight buildings.
- Read and interpret building plans, specifications and building codes.
- Advise on standard construction methods and requirements.
- Make arithmetical computations rapidly and accurately.
- Maintain cooperative working relations with builders, contractors and the general public.
- Enforce necessary regulations with firmness and tact.

EXPERIENCE AND EDUCATION

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 years of responsible experience in a variety of building construction work or related inspection work, including two years experience in Town/City building inspection, or equivalent of specialized building inspector training supplemented by some work

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experience in the construction trade.

Education:

Equivalent to completion of the twelfth grade.

OTHER REQUIREMENTS

Possession of a valid California driver's license.