

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant Building Inspector	Job Family: 3
General Classification: Front-Line	Job Grade: 23

Definition: Under immediate supervision, to assist with on-site inspections to determine compliance with building, plumbing, mechanical, electrical, and housing codes and other governing laws and ordinances including basic zoning, grading, and flood zone regulations; to determine adherence with the approved plans; to check plans and specifications; and to issue building permits and respond to inquiries from the public.

Distinguishing Characteristics: This is a trainee level class in the Building Inspector Series. This class is distinguished from the Building Inspector I position by the performance of the more basic, routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Building Inspector I level. Since this class is typically used as a training class, employees may have limited or no directly related field or counter work experience. Employees work under supervision while learning job tasks and receive supervision from higher-level staff which may include supervision from the Development Services Coordinator, Senior Building Inspector, or professional planning staff.

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

1. Support Building Division office operations working at the front counter, on the phones, and with processing, reviewing, etc., of permit work-ups; perform other front counter assignments.
2. Participate in the in-house, on-the-job field inspection training. Upon successful completion of training, perform entry-level field inspections of building construction, plumbing, mechanical, and electrical installations in residential and commercial buildings to verify compliance with applicable codes and the approved plan.
3. Check plans for new construction, or alterations or remodeling for existing structures to ensure compliance with pertinent codes and accepted engineering practices. Review plans and applications for building permits; issue building permits; issue certificates of occupancy.

Position Title: Assistant Building Inspector

Page 2 of 3

4. Confer with architects, contractors, builders, and the general public in the field, office, and at the counter; explain and interpret requirements and restrictions.
5. Prepare clear, concise, and comprehensive reports, correspondence, and other required documents using a computer; daily use of Word and Outlook programs.
6. Maintain forms, records, and field reports relative to inspection activities and document findings; submittal of inspection reports into a report tracking database system; perform other office duties as necessary.
7. Look into violations and complaints; recommend alternatives to assigned Supervisor.
8. Participate in training program for inspectors; keep current on new codes, ordinances, laws, and amendments.
9. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Approved and modern methods, materials, tools, and safety used in building construction; basic building code requirements; building construction standards; office methods, procedures, computer software, and equipment.

Ability to: Increase knowledge of building and related codes and ordinances enforceable by the City, specifically: California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, State Housing Law, basic zoning, grading, and flood zone regulations; read, understand, and interpret construction blueprints, plans, and specifications; learn to use the Internet and navigate the web to research various codes, laws, and other related information/records; learn to inspect and analyze standard building construction and identify code violations; prepare accurate and precise reports and records; operate a computer using word processing and business software and other office equipment; perform assigned duties on construction sites; communicate clearly and concisely, both orally and in writing; use safe work practices; establish and maintain effective working relationships with those contacted in the course of work.

Position Title: Assistant Building Inspector

Page 3 of 3

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Equivalent to the completion of the 12th grade and two years of related experience in the journey-level trade or as a contractor in a variety of building construction activities or in a public-sector building inspection department is highly desirable; coursework in building inspection or an associate's degree in a related field are desired.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Class C driver license.

Working Conditions: Requires working in the office, field, and construction site environment; work at a public counter; may travel from site to site; exposure to noise, dust, and other potential outdoor hazards.

Established: November 2013

Revised:

HRD/CLASS SPECS

Assistant Building Inspector