CLASS SPECIFICATION

BUILDING INSPECTOR TRAINEE

DEFINITION

Under close supervision, receives training in building inspection and enforcement work in regard to construction, safety, and zoning codes and ordinances; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time progressively responsible technical experience which provided knowledge of building construction and plan review; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license.

DISTINGUISHING CHARACTERISTICS

This is the entry and trainee level class in the Building Inspection class series. Incumbents are expected to learn the full range of Building Inspector duties and be promoted to the Building Inspector class after one year. Building Inspector Trainee is distinguished from Building Inspector by the fact that incumbents perform a more limited range of assignments under closer supervision.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Receive training in and perform the less difficult inspections of buildings, mobile homes, and other projects in process of construction, alteration, demolition, or repair for their compliance with building and zoning codes and ordinances, sound construction methods, and safe construction practices.

Maintain records regarding inspections.

Answer contractors and public questions and concerns related to building codes, proposed projects, and work in progress.

Read, interpret, and approve blueprints.

Enforce sign ordinances through inspections of new installations and existing signs.

Evaluate new materials, methods, and building construction processes.

Conduct inspections for special use permits and business licenses, ensuring compliance with applicable ordinances and codes.

Conduct investigations in response to complaints received from the public concerning building, zoning, safety, and land use ordinances.
Interview persons regarding complaints.

Collect and preserve evidence.

Analyze data and determine if violations have occurred, coordinating correction of construction deficiencies with landowners.

Serve written notices of violations.

May appear in court as an expert witness.

May patrol areas of the County to detect violations.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Departmental/division policies and procedures.

Federal, State, and local building, safety, zoning, and licensing regulations.

Computer software specific to the department/division.

**Ability to:**
Perform building inspections for compliance with building and County safety codes.

Detect deviations from plans, regulations, and standard construction practices.

Provide advice and consultation on standard construction methods and requirements.

Apply technical knowledge of building trades work.

Promote and enforce safe work practices.

Recognize construction/safety problems and make recommendations for their correction.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Major types of building construction practices, materials, and methods.

**Ability to:**
Make arithmetic calculations quickly and accurately.

Read and interpret building plans, specifications, and blueprints and compare them with construction in progress.

Prepare reports and maintain records.

Read, interpret, and apply building plans, building codes, specifications, regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with builders, contractors, division staff, representatives of other departments, and the general public.
SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Willingness to crawl under buildings. Ability to work on slippery or uneven surfaces and on scaffolding and ladders. Ability to lift and move objects weighing up to 50 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine. Ability to work under conditions involving exposure to noise, dust, grease, and chemicals. Work is performed both in the office and outside in various types of weather.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved _____ WERCCS Job Evaluation Committee ____________ Date __ March, 2001 ___