

City of Redondo Beach Approved:
Class Specification Resolution: CC-2407-056

TITLE: BUILDING INSPECTOR

DEFINITION

Under general direction of the Chief Building Official, this position is accountable as a team member of the Community Development Department to inspect buildings and structures to see that construction or alteration work is being done according to approved plans and in accordance with the provisions of building codes; and to perform related work as required.

DUTIES, RESPONSIBILITIES AND EXPECTATIONS

The listed tasks are essential for this position and may include, but are not limited to the following:

- Advises on standard construction methods and requirements.
- Inspects buildings and similar structures at various stages of construction that are being constructed, altered, repaired, moved, or demolished to see that work being done complies with provisions of the building, plumbing, mechanical, electrical, and related codes and ordinances.
- Determines that buildings and structures are being constructed in a safe manner in accordance with approved plans and specifications.
- Inspects materials and methods for construction for footings, foundations, excavations, concrete work, framing, lathing, plastering, masonry, and other construction phases, for compliance with applicable regulations.
- Reviews plans and specifications after permit issuance to assure compliance with applicable regulations during construction.
- Provides information to builders, architects, and the general public regarding requirements of building codes and ordinances with a constructive, cooperative, positive, professional attitude and demeanor in a problem-solving process.
- Keeps records of inspections made and actions taken.
- Delivers outstanding internal and external customer service while solving problems and proactively creating sustainable solutions.
- Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor.
- Supports the City's mission, goals, policies and objectives.
- Supports the City's corporate values of: openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and fiscal and environmental responsibility.
- Performs other related duties as required.

CLASSIFICATION

The position is covered under the Fair Labor Standards Act and is a member of the Classified Service.

QUALIFICATIONS

Knowledge of: California State Building, Plumbing, Mechanical, Electrical Codes, State housing laws enforceable by the City, zoning ordinances, and State and County health codes as related to construction.

Ability to: Perform building inspections with speed and accuracy; read, comprehend and interpret building construction plans, specifications, and building codes; verify compliance with applicable regulations; work safely; prepare reports and maintain records; establish and maintain effective working relationships with others and operate a motor vehicle by maintaining an active California Driver License.

The position requires computer literacy with knowledge in the use of Microsoft Office; the ability to communicate using email programs; and an understanding of and adherence to City policies for information technology.

The position's expected competencies are sound decision-making skills; critical thinking ability; problem solving and innovation skills; drive for results; analytic skills; interpersonal, customer service and diplomatic skills; ethical conduct; and proven top performances.

Education/Training/Experience:

- Graduation from high school or the equivalent is required.
- Four years of full-time paid experience in building trades, enforcing building codes, and/or experience with the public interpreting building codes is required.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver License at all times.
- Certification as a Commercial Building Inspector and/or Residential Building Inspector by the International Code Council is required within one year of appointment to the position.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

The position requires meeting the physical employment standards for the classification and including but not limited to:

- Travel to various jobsites, frequently lift and/or move up to 35 pounds.
- Frequently required to talk, hear, stand, walk, crawl, stoop, and climb ladders to perform adequate inspections.
- Specific vision abilities required include close, distance, depth perception, and the ability to adjust focus.