



Town of Hillsborough Position Description Building Inspector I/II

Department: Building and Planning
FLSA Status: Non-exempt

Bargaining Unit: PW / Clerical
Revision Date: 7/2012

GENERAL PURPOSE

Under general supervision, performs a variety of routine and complex technical work in building inspection to ensure that the California Code of Regulations and other related codes and standards are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Enforces building related codes, including the California Code of Regulations, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes regarding nuisance, grading, filling, zoning, etc.;
- Issues correction notices, stop-work notices and citations;
- Performs on-site inspections of footings, foundations, framing, electrical hookups, plumbing, mechanical systems, etc.;
- Assists with code enforcement related to business licenses;
- Maintains records of building and inspection activity, and completes related reports;
- Issues certificates and permits as appropriate;
- Assists in researching problems and complaints regarding building construction and code compliance;
- Assists in resolving customer service issues, either personally, by telephone or in writing;
- Processes permit applications;
- Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and residents;
- Review proposed subdivisions for code compliance;
- Performs the duties of a plans examiner, as needed.

DESIRED MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or GED equivalent, I.C.B.O. certifications, a valid California drivers license, and four (4) years of experience in general construction and related fields (level II requires 2 years experience as a Building Inspector I), or any equivalent combination of education and experience. Thorough knowledge of the California Code of Regulations, Historic Codes and general construction codes. Considerable knowledge in carpentry work, cement work, and skill in applying knowledge of building codes, zoning and land use applications. Ability to establish and maintain cooperative working relationships; provide high level of customer service; read and understand complex plans and blueprints; communicate effectively orally and in writing.

City Manager: _____

Date: _____