

## BUILDING INSPECTOR I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

Under general supervision to conduct building inspections during all phases of construction, alteration and repair; to enforce compliance with applicable Federal, State and local building, mechanical, plumbing, energy, indoor air quality, and accessibility codes, regulations and ordinances; to ensure the provision of safe structures for building occupancy; and to perform a variety of technical duties relative to assigned areas of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class within the Building Inspector series. This class is distinguished from the Building Inspector II by the performance of the more routine duties and tasks assigned to positions with the series including the less complex inspection and compliance duties. Since this class is typically an entry-level class, employees may only have limited work experience.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Conduct building inspections during all phases of construction, alteration and repair; enforce compliance with applicable building, mechanical and plumbing codes.

Interpret and enforce compliance with applicable codes and ordinances including, but not limited to, approved construction plans, uniform mechanical, plumbing and building codes, City zoning ordinances, and state and federal accessibility standards for the disabled.

Inspect existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances.

Review and approve building inspection documentation including final inspection certificates and related documents.

Examine and review construction plans and specifications for new construction, additions and alterations to determine compliance with applicable building and construction codes, ordinances and regulations.

Confer with architects, developers, contractors, builders and the general public on building code enforcement issues; research, interpret and explain codes, ordinances, rules and regulations.

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Meet with engineers, architects and builders to analyze and resolve any problems or potential problems that may arise during the course of construction; research and negotiate solutions.

Assist in the issuance of building, plumbing, mechanical and other permits; review blueprints, drawings and specifications to ensure project complies with plans; calculate fees; stamp plans; issue permits.

**AUXILIARY FUNCTION STATEMENTS**

Maintain a variety of logs, records and files; generate reports and records as required.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic methods and techniques of conducting building, mechanical, plumbing and structural inspections.

General building construction methods and materials.

Basic methods and techniques of conducting plan reviews.

Occupational hazards and standard safety practices.

Principles and practices of record keeping.

Principles of basic report preparation.

Public relations techniques and practices.

Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Perform routine building inspection duties in residential and industrial buildings including mechanical, plumbing and building systems.

Learn pertinent codes and ordinances related to building, plumbing, and mechanical system requirements.

Learn to read and interpret building plans, drawings, blueprints and specifications.

Learn to examine and review construction plans and specifications for new construction, additions and alterations.

Learn to review and approve building inspection documentation.

Learn technical report writing techniques.

Learn to interpret, explain and enforce applicable building codes and zoning ordinances.

Detect deviations from approved construction plans and specifications.

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Collect appropriate fees and issue permits.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in building construction, engineering or a related field.

**Experience:**

Two years of increasingly responsible construction experience. Building inspection or code enforcement experience is highly desirable.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid I.C.C. Certificate as a Building Inspector within six months of hire.

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases.

**Mobility:** Walking, standing or sitting for prolonged periods of time.

**Vision:** Visual acuity to conduct building inspections and read plans, specifications and drawings.

**Communication:** Speaking and hearing to exchange information.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.