CITY OF SANTA CRUZ
BUILDING INSPECTOR

Reports to:	**Deputy/Chief Building Official or Supervising Building Inspector as assigned**
Supervises:	**Non-Supervisory**
Bargaining Unit:	**Service**

BASIC FUNCTION

Under general supervision, performs field inspections on structures during various stages of construction for compliance with approved plans and municipal codes relating to construction (including building code, electrical code, mechanical code, plumbing code, zoning ordinance and others); performs related tasks as assigned.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- Performs field inspection of structures under construction to ascertain compliance with approved plans and applicable codes.
- Communicates with property owners, contractors and others in the process of field inspection to schedule inspections, explain requirements, cause compliance with plans and codes and give final sign-off approval.
- Provides information to the public regarding city codes relating to construction; assists architects, engineers, contractors and property owners in interpreting and meeting code requirements.
- Performs code enforcement work, including investigating code violation complaints and writing up results of inspections.
- Prepares and maintains forms, records and reports relative to inspection activities.
- May check plans of simple construction projects for compliance with applicable codes; may issue building permits and other construction-related permits (electrical, plumbing, etc.).
- May perform other related duties as required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, crawling, bending, squatting, stooping and reaching in the performance of daily activities. The position may also work on slippery uneven surfaces, or climb on ladders or scaffolding. The position requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires acute near and far vision in reading written reports and work related documents and in the performance of daily duties. Acute hearing is required when providing phone and personal service. The incumbent may perform work outdoors in all weather conditions, including wet, hot and cold. The need to lift items weighing up to 25 pounds is also

required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Construction codes, including building, plumbing, mechanical, electrical, energy and others.
- Principles, materials and methods used in building design and construction.

Abilities:

- Read and interpret blueprints and construction plans.
- Identify building code compliance requirements and make appropriate recommendations for corrective actions.
- Prepare and maintain accurate paper work, such as forms, records and simple reports.
- Interpret, apply and explain construction-related codes, regulations and policies.
- Communicate building inspection requirements, policies and decisions to the public in a courteous and effective manner.
- Establish and maintain effective working relationships with other city staff, construction professionals and members of the public.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities, combined with any required licenses and certification, is acceptable. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school graduation or tested equivalent; and
- Five (5) years of journey level experience in the construction or building trades.

LICENSES/CERTIFICATES

- Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.
- Possession, within one (1) year of appointment, and continued maintenance of certification as a Building Inspector or Combination Inspector by the International Code Council (ICC).

DESIRABLE QUALIFICATIONS

- Public sector experience.
- Experience as a building inspector.
- College coursework in building inspection, construction management or related.

City of Santa Cruz
Building Inspector

Classification Nos.	116
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Career Ladder

- Chief Building Official
- Deputy Building Official
- Supervising Building Inspector
- Senior Building Inspector
- *Building Inspector*