

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## BUILDING OFFICIAL

### **JOB PURPOSE**

Under general direction, to supervise other inspectors and perform a wide variety of technical inspections of structures to insure compliance with the City's building, electrical, plumbing, heating and zoning codes; and to do related work as required. This is classified as a middle management level position.

### **EXAMPLES OF ESSENTIAL DUTIES**

#### **Essential Duties:**

- Inspects building construction and repair activities at all stages to insure compliance with building, plumbing, electrical, and zoning codes.
- Enforces codes by giving instructions, warnings, stop work orders or citations.
- Issues construction, repair, and subcontractor permits.
- Checks foundations and construction and building materials for deficiencies.
- Ascertains that electrical wiring and electrical systems meet prescribed standards.
- Inspects plumbing installations for compliance with codes.
- Inspects heating systems to insure proper installations and safe operation.
- Confers with builders, homeowners, architects, engineers, and the general public as to code requirements and answers office inquiries.
- Keeps records and make reports of inspections.
- Checks building plans and specifications for compliance with applicable codes.
- Checks grading plans.
- Makes inspections of existing buildings to determine health or safety hazards, structural failures or the need for maintenance repairs.
- Looks for construction alterations being performed without proper building permits.
- Examines buildings damaged by fire or to be moved or razed.
- Responds to citizen complaints.
- Appears in court as a witness.
- Assists in budget preparation and control.
- Supervises and advises other building inspectors with difficult and/or complex problems.

#### **Marginal Duties:**

- Performs related work as required.

### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination equivalent to completion of high school and some college; considerable experience at the journey level in a skilled building trade, plus some experience as a building inspector; and a valid California motor vehicle operator's license. Must abide by the Code of Ethics of the International Congress of Building Officials.

**Ability to:** Detect violations of building codes and to recommend corrective actions; read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; exercise good judgment and tact; read, comprehend and apply complex building codes; follow oral and written instructions; establish and maintain effective working relationships with the public, City staff, building owners and contractors; plan own work independently and meet established deadlines.

**Knowledge of:** Principles and practices of one or more of the skilled building trades; building construction materials and practices; electrical, heating and plumbing materials and practices; Uniform Building, Plumbing and Mechanical, and Electrical Codes; City building codes and ordinances and of zoning laws related to building construction; accepted safety standards.

CITY COUNCIL APPROVAL: November 11, 1986