

**CITY OF LOMPOC**

**PLANS EXAMINER/BUILDING INSPECTOR**

**DEFINITION:**

Under general supervision, performs plan reviews and field inspections of commercial buildings, residential buildings, industrial buildings and other structures. Performs technical plan review of building plans and supporting documentation to ensure conformance with applicable codes and ordinances, including building, mechanical, electrical, plumbing, energy, green building standards, accessibility and other state and local regulations. Reviews grading plans and specifications for code conformance. Performs field inspections of buildings and other structures being constructed, altered, or repaired to ensure conformance with approved plans, building codes, department policies and local ordinances. Conducts field investigation of alleged violations of land use and building codes.

**CLASS TITLE:**

**Plans Examiner/Building Inspector**

**CLASS CHARACTERISTICS:**

Plans Examiner/Building Inspector is a one-position classification.

The incumbent in this technical class is expected to work independently and perform a full range of plan review and field inspection on buildings of all types, sizes and complexities to ensure compliance with applicable codes, including building, mechanical, electrical, plumbing, energy, green building standards and State and local laws. Incumbent will be responsible for providing a high level of technical assistance and advice to property owners, contractors, developers, architects, engineers, City staff and the general public regarding code requirements, permitting and approval procedure. Incumbent will also provide direct support for the Building and Safety Division manager, the Community Development Department management team and perform related duties as assigned. This classification is distinguished from the Permit Coordinator/Building Inspector by the latter's primary responsibility for coordinating permit processing operations and staffing the public counter operations. The incumbent is distinguished from the Building Official by the latter's overall responsibility for managing the programs and activities of the Building and Safety Division of the City's Community Development Department.

**EXAMPLES OF DUTIES:**

## EXHIBIT 2

- Performs plan review of commercial, industrial and residential building construction projects to determine compliance with State and local building codes, laws, and ordinances.
- Establishes and maintains effective working relationships with property owners, architects, engineers, contractors, the general public, co-workers, other departments, and supervisors.
- Coordinates and monitors plan review accomplished by the City's outside plan check consultants
- Acts as information source to property owners, builders, contractors, and architects regarding code compliance; explains and interprets building codes and regulations.
- Assists Permit Coordinator/Building Inspector by providing information, receiving applications, calculating fees and conducting over-the-counter permit plan check and permit issuance
- Reviews architectural, structural, electrical and mechanical plans to determine compliance with applicable construction codes.
- Reviews test reports from laboratories and soil analysis reports from consulting engineers.
- Reviews development plans to determine compliance with the grading ordinance, drainage criteria, disabled access regulations, soil reports, engineering standards, zoning regulations, and subdivision conditions.
- Under supervision, reviews structural calculations and plans for completeness, accuracy, and application of sound engineering principles.
- Researches and maintains current knowledge of new products, materials and methods of construction
- Conducts training sessions as required for Division staff concerning code changes, code interpretations, and compliance issues.
- Maintains accurate records and prepares reports related to assignment.
- Attends seminars for code classes and training; attends other meetings as assigned.

## EXHIBIT 2

- Attends and represents the Community Development Department and/or the Building and Safety Division at City Council meetings and various committees as assigned.
- Serve in the capacity of the Building Official on a relief or as-needed basis.
- Inspects new and existing commercial, industrial, and residential buildings and structures in various stages of construction or alteration for compliance with approved plans and building codes, laws, and ordinances.
- Performs field inspections of grading operations and site development at various phases of construction to determine compliance with codes and zoning regulations.
- Investigates complaints and alleged violations of building codes; issues notices of non-compliance regarding code requirements and applicable ordinances.
- Enforces building, electrical, mechanical and plumbing codes; ensures use of approved materials and components.
- Conducts inspections and issues correction notices to ensure compliance with the City's stormwater regulations and best management practices
- Ensures the correction of defects; issues stop work orders and correction notices; monitors permits subject to expiration to expedite completion and to finalize the work authorized.
- Inspects water and sewer lines, parking lots, bridges, culverts, retaining walls, walkways, storm drains, etc.
- Inspects framing, foundations, and electrical, mechanical and plumbing installation on new construction and alterations.
- Completes administrative duties including inspection scheduling, permit close-outs, and preparation of construction plans and supporting documents to be scanned at time of permit final.
- Acts as information source to property owners, builders, contractors, and architects regarding code compliance; explains and interprets building codes and regulations.
- Prepares reports, correspondence and form letters concerning job status, complaint investigations, etc.
- Maintains accurate records and prepares reports related to assignment.

## EXHIBIT 2

- Performs related duties similar to the above in scope and function as required.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Proper principles, methods, techniques, and practices of building design.
- Principles and practices of exemplary customer service.
- Building-related codes, ordinances, policies and procedures enforced by the City, including the International Code Council (ICC) building, electrical, plumbing and mechanical codes.
- Computer applications applicable to permit application processing, preparation of spreadsheets, and word processing.
- Principles, methods, techniques, and practices of building design, and general methods of building construction.
- Principles and practices of building technology, code regulations, and other related studies.
- Computer applications applicable to permit application tracking and word processing.
- Engineering principles and practice, seismic analysis, and soil mechanics
- Federal, State, County, and City laws, codes, and ordinances relating to building construction, grading, and drainage.
- Material and methods of building construction.
- Acceptable health and safety standards in building construction.

#### **Ability to:**

- Assist customers in solving problems related to codes, ordinances and regulations related to construction and development.
- Determine if applications for new construction, alterations, or tenant improvements are complete and communicate deficiencies and remedies to the applicant.

## EXHIBIT 2

- Organize, track and monitor work in an efficient and effective manner.
- Develop and use knowledge of the routine requirements of the City's planning, engineering, public works, fire, utilities, water and wastewater departments for assessing applications for new construction, alterations and tenant improvements.
- Elicit cooperation, mediate conflicts, and engage in considerable amount of public contact in explaining the permit process, department policy, and enforcement in a calm, tactful and courteous manner.
- Assist in the accurate and consistent maintenance of records.
- Effectively and tactfully communicate in both verbal and written form with customers involved with building construction, particularly contractors, architects, developers, engineers and property owners.
- Read, analyze and interpret building plans and supporting documentation accurately to determine the appropriate review process and plan distribution to City departments.
- Enforce provisions of applicable Department policies, building codes, ordinances, and regulations enforced by the City.
- Interpret and explain code requirements dealing with construction, grading, drainage, and site development.
- Apply technical knowledge of building trades work.
- Read and interpret construction drawings, soil reports, and specifications.
- Effectively and tactfully communicate in both verbal and written form
- Establish and maintain records and prepare reports related to assignment.
- Perform basic mathematical computations and apply basic mathematical formulas

### **TYPICAL QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE:**

Two years college level studies in construction management, engineering, architecture, planning or a related field;

**and**

Two years of progressively responsible experience as a building inspector or a plans

examiner;

**or**

An equivalent combination of education and experience with a minimum of a high school diploma or GED and relevant experience.

**LICENSE/CERTIFICATION REQUIRED:**

Possession of a valid Class C driver's license and a satisfactory driving record.

**and**

Certification as a Plans Examiner and a Building Inspector by the International Code Council (ICC)

**or**

Certification as either a Plans Examiner or a Building Inspector by the International Code Council (ICC) and the ability to obtain the other certification within one year of hire.

**LICENSE/CERTIFICATION DESIRED:**

Certification as a Certified Access Specialist (CASp) by the State of California Division of the State Architect

**and/or**

Professional licensure as a California Architect, Civil Engineer or Structural Engineer.

**SUPPLEMENTAL INFORMATION:**

**PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:** *The conditions 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 the essential functions.*

**Physical: Strength Category:** Light-exert force of 20 pounds occasionally, up to 10 pounds constantly to lift, carry, push, pull or move objects. Frequent walking, standing, bending, stooping and sitting. Occasional fingering, typing, crouching, climbing stairs, ladders and scaffolding, reaching at, above, and below shoulder level, extending neck upward, downward and side-to-side, pushing, pulling, and twisting at the waist. On rare occasion crawls, kneels, handles, grips and grasps. **Vision:** visual acuity sufficient to perform the essential functions of the position. **Hearing:** effectively hear/comprehend oral instructions and communication.

**Mental/Psychological:** Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from supervisor; read/comprehend

## EXHIBIT 2

complex material; utilize complex math skills; utilize complex writing skills; understand, remember and carry out complex, detailed job instructions; communicate effectively orally and in writing; respond quickly to changing priorities; work under pressure; and work within deadlines.

**ENVIRONMENTAL CONDITIONS:** Works outdoors occasionally and indoors frequently. Frequently works alone, occasionally works with others. Noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Frequently exposed to slippery or uneven walking surfaces, and drives City vehicle. Use of computer, working at unprotected heights, around machinery, and exposure to dust and fumes. On rare occasion exposed to gases and odors, excessive noises, electrical energy, solvents, grease or oil, flames/smoke, and extreme temperatures.