



CITY OF BANNING, CALIFORNIA

Building Inspector

Job Code: 3220

FLSA [] Exempt [x] Non-Exempt

JOB DEFINITION: Under general supervision, performs a variety of duties associated with performing building, plumbing, electrical and mechanical inspections for residential and commercial buildings.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Performs building, plumbing, electrical and mechanical inspections throughout the City relating to new and existing construction. Schedules inspections. Provides information to building owners and community relating to the requirements of established building codes.

Enforces City building codes. Writes reports relating to the inspection of new and existing structures. Writes and disseminates correction notices. Follows up on complaints and correction notices to ensure compliance with City building codes. Researches necessary information for completion of inspections. Provides approval release notices to utility services.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of construction and engineering concepts.
- Knowledge of basic mathematical computations.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in conducting effective building inspections.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** two (2) years of building inspection and/or code enforcement experience.

ADDITIONAL REQUIREMENTS: Must have at the time of application an International Code Council (ICC) Certification. Must have at the time of application and must maintain a California driver license. May be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.