

**CITY OF LINCOLN  
BUILDING INSPECTOR I/II/III**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Building Inspector series, including office and field work involving inspection, code enforcement and permit issuance; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

**Building Inspector I**

The **Building Inspector I** is the entry level class in the Building Inspector series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform inspections of a more routine nature and learn City policies and specific methods and techniques of inspection work. This classification is alternatively staffed with Building Inspector II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

**Building Inspector II**

The **Building Inspector II** is the journey level class responsible for performing the full scope of assigned duties. Incumbents are considered skilled in making inspections, performing plan checks and enforcing codes and regulations in a broad range of building and related codes. The work requires independence and discretion in both field inspections and plan checks. This classification is distinguished from the next higher classification of Supervising Building Inspector, in that the latter is responsible for supervision and performance of more complex inspection assignments.

**Building Inspector III**

The **Building Inspector III** is the advanced journey level class responsible for performing the full scope of assigned duties. Incumbents are considered skilled in making inspections as outlined in the Inspector I and II classifications, performing architectural plan checks and enforcing codes and regulations in a broad range of building and related codes. The work requires independence and discretion in administrative support, field inspections and plans examination. This classification is distinguished from the next higher classification of Supervising Building Inspector, in that the latter is responsible for supervision and performance of more complex assignments and an advanced level of supervising personnel.

**SUPERVISION RECEIVED/EXERCISED:**

**Building Inspector I**

Receives immediate supervision from the Supervising Building Inspector and/or other assigned staff. Incumbents in this class do not routinely exercise supervision.

**Building Inspector II**

Receives general supervision from the Supervising Building Inspector and/or other assigned staff. May exercise functional and technical supervision over assigned staff.

**Building Inspector III**

The Building Inspector III receives general supervision from the Chief Building Inspector/Building Official and/or other assigned staff. May exercise functional and technical supervision over assigned staff as required.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs the full array of duties assigned to classes in the Building Inspector series, including office and field work involving inspection; code enforcement and permit issuance.
- Ensures compliance with applicable laws, ordinances and codes (including, but not limited to, building, plumbing, mechanical, electrical and energy codes) and municipal codes to ensure the health, safety and welfare of the public; keeps informed of changes and new legislation pertaining to building codes and related regulations; issues standard construction and occupancy permits and approves final inspection certificates.
- Conducts periodic residential and commercial field inspections before and during construction, remodeling or repair; ensures compliance with building and related codes and regulations; checks the safety of construction and installation practices; inspects the quality of materials and methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, pools and spas, masonry, electrical, plumbing and other construction work; makes final inspections to clear permits.
- Interprets codes and regulations; explains required inspections and construction requirements to owners, architects, engineers, contractors and the public; advises owners on matters related to building permits; investigates and resolves building and related complaints; maintains records and files of inspections made and actions taken.
- Abates homes and businesses and issues stop work orders and correction notices.
- Conducts inspections of existing buildings to determine hazardous conditions; looks for construction or alterations being performed without proper building permits.
- Prepares warning letters to negligent owners or contractors and carries negligent cases through prosecution in situations of non-compliance; drafts recommendations for changes in inspection related policies.
- Examines building plans and calculations for compliance with various adopted codes, architectural code compliance and structural integrity; checks plans for load-path and reviews size and spacing dimensions from roof to foundation for framing members, foundation support systems and building components; interprets and enforces a variety of codes, ordinances and regulations.
- Reviews building plans to ensure that specifications are correct, complete and adhere to established Federal, State, and Local regulations and guidelines.

- Consults with architects, engineers, designers, contractors, and homeowners concerning deficiencies with structural and non-structural requirements; responds to questions and concerns; resolves problems that arise due to jurisdictional requirements.
- Compiles files and maintains records and reports of plan reviews; computes project cost and permit fees.
- Coordinates plan check activities with outside county agencies, other city departments, and state and federal agencies and departments.
- Provides assistance to technical staff by preparing, reviewing and coordinating plan checks forwarded from outside consultants
- Provides guidance and assistance to other staff involving plan checking and other related subjects; assists with newly hired inspectors with regard to plan review protocols and field inspection as needed.
- Performs related duties as assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, operate in heavy vehicle traffic conditions and often work with constant interruptions.

**QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Building Inspector I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Building Inspector I: (Pursuant to Health and Safety Code, Section 18949.25-18949.31)**

Three years of journey level building construction experience or equivalent, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of International Code Council Residential Building, Plumbing, Mechanical and Electrical Certifications.

**Building Inspector II**

In addition to the above, two years of municipal building inspection experience equivalent to that of a Building Inspector I.

**License/Certificate: (Pursuant to Health and Safety Code, Section 18949.25-18949.31)**

For Inspector Level II; all of those certifications required for Inspector level I and possession of at least two Commercial Certifications in Building, Plumbing, Mechanical, Electrical or other approved category as determined by the City of Lincoln. All certifications must be issued by a recognized Building Code Organization; an accredited educational organization may also be considered as partially qualifying as determined by the City of Lincoln.

**Building Inspector III**

Five years of journey level building construction experience, two years experience as an Inspector level II, basic plan review experience and education and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of at least two of the International Code Council Residential Building, Plumbing, Mechanical and Electrical Inspector Certifications or other equivalent certifications; possession of a Building Plans Examiner Certification and at least two additional certifications in commercial Plans Examination shall be obtained within two years of obtaining this position; the additional certifications can be in Electrical, Plumbing or Mechanical disciplines or other approved discipline as approved by the City of Lincoln.

**KNOWLEDGE, SKILLS, ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

**Knowledge of:**

Principles, practices and methods used in various building construction areas, including plumbing, electrical and mechanical; operational characteristics and use of standard equipment used in building inspection and the building trades; building and construction standards and materials; construction materials and testing procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including construction code manuals and specifications; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; and occupational hazards and standard safety procedures.

**Skill to:**

Operate an office computer and variety of word processing and software applications, including permit tracking systems.

**Ability to:**

Develop and Apply policies, procedures, codes and regulations pertaining to building inspection and Code Enforcement; plan and prioritize daily inspections; read and interpret maps, sketches, plans, drawings, specifications and technical manuals; maintain I.C.C. certification through continuing education programs; keep accurate records; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; perform mathematical calculations quickly and accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Salary Range:** Refer to Professional/Administrative Salary Schedule

**FLSA:** Nonexempt

**Employee Group:** Professional/Administrative Group, Local 39