



## **PRINCIPAL BUILDING INSPECTOR**

### **DEFINITION**

Under general direction, the Principal Building Inspector plans, coordinates, directs, and leads the activities of building inspection; performs the more difficult field and administrative work within the area of field inspections; recommends revisions, alterations, and corrections; coordinates activities with internal and external individuals, groups and agencies. This position also reviews and approves plan checks, and answers questions and imparts information pertaining to building codes, regulations, standards and City policies to contractors, engineers, architects and the public.

### **CLASS CHARACTERISTICS**

This classification is advanced-journey level technical expertise and excellent customer service skills. It involves significant interaction and coordination with clients, contractors and other City employees. This position is distinguished from the Senior Building Inspector classification based on the responsibility for coordinating field inspection operations, providing training to less experienced staff, and performing the more complex duties assigned to positions within the series.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Chief Building Official who reports to the Community Development Director on the division's activities. This classification reports to the Chief Building Official and serves as the principal lead worker of the Building Inspectors' daily duties. The Chief Building Official provides overall supervision of the Building Inspectors.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Identify and enforce a variety of codes, ordinances, and standards violations for conformance with plans and specifications.
- Checks permits, plans and specifications for compliance with applicable codes and ordinances relating to building construction and conservation
- Provide technical expertise in the review of residential plans and specifications for new construction/alteration/repair of residential and commercial buildings; checks for compliance with applicable building, electrical, plumbing, and mechanical installations, and for conformance with applicable codes.
- Organize, direct, and lead the assignment of inspection requests for residential and commercial construction and installation; participates in the more difficult field inspections and assists subordinates in resolving the more complex inspection problems; interprets building, electrical, plumbing, and mechanical codes and zoning ordinances to subordinates and the public.
- Investigate complaints and inspect structures to determine safety of housing or buildings, if required; may inspect and test new and revised electrical appliances and equipment for conformance with local and national standards.
- Recommend alterations to correct defects and ensure code specifications; enforces State regulations as they relate to building construction and use; recommends revisions to building, electrical, plumbing, and mechanical codes; assists in detection and prosecution of code violators.

- Develop and implements training procedures for division employees; conducts special studies and analyzes results as needed; writes reports, letters, and other documents; meets with individuals or groups or the public to provide information; makes presentations in order to advise on special problems.
- Cross trains Building Division staff in state regulations to ensure that staff is in compliance with California Building Standards and state laws in their plan check reviews
- Performs other or related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Building codes and related laws and local ordinances including but not limited to: California Building Code; California Residential Code; California Electrical Code; California Plumbing Code; California Mechanical Code; California Energy Code; and California Green Building Code.
- Principles and practices of building inspection, including current literature and recent developments in the field.
- Architectural, structural, plumbing, mechanical, electrical, smoke control, and fire suppression,
- Stages of construction where defects and violations of building regulations, electrical, plumbing, and mechanical codes are most readily observed and corrected.
- Safety rules, regulations, and practices as applied to construction and code enforcement.
- Methods, practices, materials, principles, techniques, and processes used in building construction, electrical, plumbing, and mechanical installations.
- Federal, state and municipal codes, ordinances, and regulations related to building construction, electrical, plumbing and mechanical inspections; building construction, materials and accepted safety standards; inspection methods and procedures; and elements of effective personnel supervision.

### **Ability to:**

- Read and interpret plans and specifications of considerable complexity accurately.
- Perform complex building, plumbing, mechanical and electrical inspections; interpret and apply provisions of pertinent codes and regulations.
- Prepare and present accurate and concise reports.
- Acquire and demonstrate skill to organize, direct, and lead the work assignments of others.
- Establish and assist in developing improvements to computerized Division operations.
- Establish and maintain cooperative working relations with engineers, architects, contractors and the public.
- Attend work and perform duties on a regular and consistent basis.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education: Graduation from high school or the equivalent. A desired course of additional education would include two (2) years of college course work in Civil Engineering, Architecture, Building Inspection, or completion of an Apprenticeship Program in a building construction related field.

Experience: Four (4) years of experience including a minimum of two (2) years of full-time plan check experience and two (2) years of progressively increasing responsibility in a variety of municipal building inspection work.

**Substitution:**

Each year of college education in building construction, engineering, drafting, architecture or related courses may substitute for a year of experience.

**Licenses and Certifications:**

- Possession of a valid California Class C Driver's License.
- Possession of a valid California Class C Driver's License may be required at the time of appointment. For positions where the ability to drive is not an essential function, the employee must be able to arrange reliable and timely transportation through private or public transportation for attendance at off-site meetings, events, and trainings.
- Possession of the International Code Council (I.C.C.) Full Combination Building Inspector Certificate is required at the time of appointment.
- Incumbents must acquire an ICC Plans Examiner Certificate within one year of hiring.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When working in the field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

When working in the field environment, environmental conditions can vary widely and significantly impact job duties including but not limited to exposure to extreme temperatures (heat or cold), wetness, humidity, and potential hazards like moving mechanical parts or hazardous contaminants, uneven or steep terrain, confined spaces, and exposure to loud noises from equipment or machinery.

**CLASSIFICATION HISTORY**

Title	Principal Building Inspector
Classification Code	XXX
Classification Established	
Classification Revised	7/2025
FLSA Status	Exempt
Bargaining Group	American Federation of State, County and Municipal Employees