City Of Inglewood Job Description
Class Code: 211

BUILDING INSPECTOR TRAINEE

DEFINITION

Under general supervision, inspects residential, commercial and industrial buildings for compliance with municipal building codes.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Inspects residential, commercial and industrial buildings for compliance with municipal building codes; ensures public safety and preservation of property through enforcement of building codes and standards, state laws and local ordinances; provides recommendations for correction of defects or inadequacies; provides code interpretations and other essential information to contractors and the general public; investigates complaints and inspects existing buildings for hazardous or illegal conditions.

Schedules building inspections with property owners; issues code violations to property owners if proper permits are not found; prepares residential presale reports to verify structures were built according to plans and permits; maintains level of building construction and safety; maintains records of complaints.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of building codes and related laws and ordinances

Knowledgeable of public relations and customer service techniques and concepts

Knowledgeable of building construction, maintenance, repair and renovation trades and techniques

Knowledgeable of file and records management techniques and principles

Ability to read and interpret code requirements and other laws pertaining to the regulation of building construction

Ability to identify structural modifications for code compliance

Ability to learn to read and interpret construction building plans & specifications

Skilled in establishing and maintaining productive working relationships

Ability to effectively communicate verbally and in writing in English

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending. May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic and construction sites.

QUALIFICATIONS

A high school diploma or equivalent, **AND** some knowledge of and experience in building inspection, construction or related work; **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

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