

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA		Date:	2025
CLASS TITLE:	Building Inspector I/II	JOB CODE:	xxxxxx
WORKING TITLE:	Building Inspector	FLSA STATUS:	Non-Exempt
REPORTS TO:	???	HIRING STATUS:	Career

JOB SUMMARY

Under the general direction of the City Building Official, performs inspections of residential, commercial, public works, infrastructure, capital improvement, and private development construction projects to enforce relevant codes; provides enforcement and interpretations of all state and local building codes and the relation and implementation of policies and procedures; ensures the life, health and safety of the citizens of the City as it relates to construction, use and occupancy of all structures; serves as the principal enforcement officer of the building and housing codes including ordinances and provisions for dangerous buildings and derelict structures; works collaboratively with other departments, individuals and agencies to proactively reduce the number of dangerous buildings and derelict structures in the community.

DISTINGUISHING CHARACTERISTICS

EXAMPLES OF WORK

The following list of job functions is descriptive of general duties and non-inclusive. Management reserves the right to add, modify, change, or rescind the work assignments and conditions of different positions. Positions at the I-level may perform some of these duties and responsibilities in a learning capacity.

- Conduct building plan reviews and proposed construction for code compliance.
- Conduct field building inspections and issue correction notices for building code compliance.
- Conduct inspection of public works, infrastructure, capital improvement, and private development construction projects for workmanship and conformance with approved plans, specifications, contract provisions, safe working practices, Storm Water Pollution Prevention Plans (SWPPP), Air Quality, and/or OSHA requirements.
- Assist the public in providing building code and municipal code information both In the field and at the counter.
- Assist in issuing permits and maintain inspection records.
- Issue correction notices to individuals in violation of established building, sanitation, and related codes.
- Establish and maintain tracking documentation for each violation.
- Receive, document, and investigate complaints concerning noncompliance with building ordinances.
- Identify and abate dangerous and derelict structures in the community by proactively enforcing state and city ordinances.
- Initiate investigations based on analysis of preliminary information.
- Contact individuals and discuss possible violations, alternatives for solving noncompliance problems and time periods for correcting them.
- Perform related duties as assigned.

QUALIFICATION REQUIREMENTS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STANDARDS (position requirements at entry and throughout employment)

EXPERIENCE AND EDUCATION (BUILDING INSPECTOR I)

Any combination of education, training and experience which would likely provide the required knowledge and abilities qualifying, a typical way to obtain the required knowledge and abilities would be:

Experience

Completion of 30 college units with major course work in Building Inspection Technology, Construction Management or a related field.

OR

Four (4) years of responsible construction experience equivalent to journey level construction work in the building trades involving work done in conformance with standard building, electrical, mechanical systems and plumbing codes.

OR

Two (2) years of progressively responsible experience in a related position with the City of Marysville.

Education

High school diploma, GED or equivalent.

License & Certifications:

Possession of an International Code Council (I.C.C.) Building Inspector Certification or Combinations Residential Certificate within twelve (12) months of appointment.

Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

EXPERIENCE AND EDUCATION (BUILDING INSPECTOR II)

Any combination of education, training and experience which would likely provide the required knowledge and abilities, a typical way to obtain the required knowledge and abilities would be:

Experience

Completion of 30 college units with major course work in Building Inspection Technology, Construction Management or a related field.

OR

Four (4) years of responsible construction experience equivalent to journey level construction work in the building trades involving work done in conformance with standard building, electrical, mechanical systems and plumbing codes.

OR

Two (2) years of recent, full-time experience as a Building Inspector I.

Education

High school diploma, GED or equivalent.

License & Certifications:

Possession of a Building Inspector Certification issued by the International Code Council at time of appointment.

Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

Knowledge of:

Techniques, methods and procedures used to investigate and detect suspected violations through the City Municipal Code, Uniform Building, Plumbing, Mechanical Codes; National Electrical Code, State Historical Code and all pertinent codes as mandated by the State of California.

Federal, State and local codes, regulations, specifications, and standards relating to construction.

Public Works construction practices and procedures.

Principles and techniques of building inspection.

Ability to:

Maintain regular and predictable attendance.

Apply technical knowledge of building trades work, and use sound inspection methods to determine workmanship and materials and to detect deviations from plans, specifications and standard installation practices.

Read and interpret technical documents to make quick and accurate mathematical calculations.

Keep abreast of new and changing technology relevant to the position.

Stay abreast of contemporary building codes and standards of practice.

Make presentations of reports and information to the City Council, Commissions and groups.

Prepare written information and maintain a harmonious relationship with the public and other City employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those which 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.

While performing the duties of this job, the employee is regularly required to sit, walk, and stand.

Work in confined spaces.

Requires the ability to work safely outdoors in all weather conditions.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must be able to use telephone and computer keyboard.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet indoors, and varying outdoors.

Workdays are frequently long, and work product deadlines are common.

Confidentiality is expected

ENVIRONMENTAL CONDITIONS

City employees are expected to work varying schedules, weekends, evenings, and holidays, and may be called back to work, as required to accommodate the City's needs.

Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.

Working conditions in the field are subject to variations in temperature and may include wind, rain and other elements.

DISASTER SERVICE WORK

All City employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

ACCOMODATIONS

The City will make reasonable accommodations so that qualified employees can perform the essential functions of the job in accordance with the Americans with Disabilities Act of 1990