

# **BUILDING & CODE COMPLIANCE INSPECTOR II**

## **County of Tulare**

### **DEFINITION**

To review construction application and related documents for permit approval and perform responsible building inspections for the more difficult or complicated structural inspections; to assist other building & code compliance inspections in determining compliance with the California building codes, zoning and local ordinances, substandard housing, health and safety code, vehicle abatement, employee housing, special use permits and variances to ensure compliance with Federal, State, and local ordinance codes; to make field inspections and investigations of suspected violations of zoning, setbacks, and other ordinances; and to seek compliance with zoning ordinances and other laws regulating land use; and to assist with orientation or in service training.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level classification in the Building & Code Compliance Inspector series. Incumbents have achieved technical competence in the inspection and investigation in major areas of building construction, code ordinance investigation and receive assignments requiring the special knowledge and application of a specific craft or trade. Positions in this class are engaged in routine building permit initialization, plan review, issuance and inspections of building construction, alterations, County ordinance and zoning investigations. Check building plans and specifications and zoning and land division permit applications for completeness and accuracy; provide technical information by phone, over the counter and in writing to the public regarding building, installation and zoning requirements, permits, variances and general planning and building procedures; issues minor building permits and permits for plans which have been approved. Under direction of the Building Department, incumbents may be responsible for the operation of a branch office. Additional training and education is expected in order to gain sufficient knowledge in Building Trades, Building Codes and County ordinances and zoning regulations to progress to the Building & Code Compliance Inspector III level.

### **SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the Supervising Building & Code Compliance Inspector or higher-level Department staff. Functional or technical supervision may be provided by a Building & Code Compliance Inspector III. Responsibilities may include providing indirect supervision of Building & Code Compliance Inspector I and Building & Code Compliance Inspectors Aide.

### **DUTIES**

Study of building plans, layouts and specifications concerning various types of building permits to determine appropriate inspection methods.

Interpret code sections pertaining to electrical, plumbing, mechanical and structural system designs, Accessibility Regulations, and California Energy Requirements.

Inspect building and building sites to determine compliance with building codes, zoning and setback ordinances.

Cite violations, write stop work orders, and gather evidence for presentation to proper authorities for gaining compliance.

Review plans for code and ordinance compliance, interpret code and ordinance sections.

Maintain case files and provide case management for assignments.

Prepare accurate written reports, letters, legal documents, and instructions pertaining to code requirements, county ordinances, and state laws.

Develop and implement compliance programs for code violations including timelines towards compliance.

Track compliance progress; assists in obtaining and preparing exhibits for legal proceedings as required.

Assists with preparation and presentation of cases for administrative hearings.

Assist with preparation of decisions and code compliance agreements.

Assist with preparation and process of filing liens and lien releases.

Assist with presentation of cases and code compliance matters to the Board of Supervisors, the Planning Commission or other public agency representatives.

May appear as a witness in court.

Attends meetings and training to stay current in the field of building inspection and code compliance.

Research and test building materials and systems.

Assist contractors and the general public in all phases of building inspection and zoning requirements, problems, changing laws, regulations, and codes.

Estimate cost of labor and materials for proposed construction or existing buildings in order to compute permit fees or set performance bond.

Maintain surveillance of building activity, code violations and land use; make inspections of properties operating under special use permits.

Compile land use survey information including location of existing structures, pipelines, wells and utility lines.

Read and analyze plot plans, subdivision maps, parcel maps, zoning maps, aerial photographs, case files and associated documents.

Use personal computers to record, update, and retrieve building, zoning and code violation inspection information.

Review building and special use permits; determine noise levels.

Meet with members of other departments on common compliance problems.

Assist in the supervision and field training of new inspectors; check plans to determine compliance with all applicable building codes.

Prepare various reports, letters and instructions and answer requests for information.

Check applications such as building permits, parcel maps, lot splits, zone changes, environmental assessment and agricultural preserves for completeness and compliance/non-compliance with planning related ordinances.

Assist planning staff in researching information, including literature and statute research; performing written and oral consultations with various agencies; and compiling data for reports and inquiries.

Answer questions and requests from the public, agencies, and other departments concerning the Tulare County General Plan and various ordinances related to planning.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.**  
(Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

#### **Knowledge of:**

- Basic carpentry, building construction/structural design, plumbing, mechanical, and electrical systems, components, methods, installation and materials.
- Drafting techniques and procedures; ability to interpret the following codes: California Building Code; California Fire, Health and Safety Code, Vehicle Code, Penal Code, Abatement of Dangerous Building Code, National Electric Code; California Plumbing and Mechanical Codes; Accessibility Regulations; and California Energy Requirements.
- Ability to interpret advanced structural, electrical, plumbing or mechanical system designs.
- Math to work with decimals, percentages, and moderately complex design formulas.
- California Occupational Safety and Health Act; California State Housing Laws; subdivision and setback ordinances; contract documents, graphs, and building and use permits.
- Identify various construction materials.
- Use measuring devices including tapes, scales, gauges and rulers.
- Identify technical problems, determine alternative solutions and act on best alternative.
- Read, understand, retain and recall factual information pertaining to codes, construction, investigation and inspection.
- Operate appropriate test equipment.
- Perform mathematical computations in working with moderately complex design formulas.
- Locate and interpret applicable code sections using the code book.
- Organize workloads and assignments to meet needs of contractors and availability of inspectors.
- Plan, prepare and speak publicly to large groups.
- Interpret structural system designs: roof spans, door and window framing using wood, steel, concrete and masonry.
- Provide training and instruction to staff.

#### **Skill/Ability to:**

- Interpret and apply County of Tulare ordinances, regulations, and codes relating to building, zoning, code enforcement, health and safety, and the rules of evidence.
- Recognize conditions that constitute an ordinance or code violation.
- Determine violations versus permitted land uses per zoning ordinances.
- Utilize word-processing, spreadsheet and database software such as PALMS.
- Establish and maintain effective working relationships with professionals in building construction, allied agencies, employees, supervisors and the general public.
- Communicate effectively both orally and in writing.
- Follow verbal and written instruction.

- The ability to enforce all codes firmly, tactfully, and impartially using sound judgment in drawing conclusions and in making decisions.
- Use courtesy and self-restraint in dealing with the general public.
- Exercise considerable tact and judgment in difficult situations.
- Comprehend and articulate complex facts.
- Work independently and carry out duties with a minimum of supervision.
- Explain technical terms and concepts verbally and in writing.
- Crawl through attics and under floors, climb ladders, scaffolds and walk on roofs; observe safe work practices.
- Operate a motor vehicle safely.

**Education:**

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by technical or college level courses pertaining to the building trades, law enforcement or a related area.

**Experience:**

- Three (3) years of experience in the building and compliance trades working in compliance with the California Building Codes and regulatory ordinances, preparing physical planning documents, or in building & code compliance activity or building permit agency.

**OR**

- Three (3) years of investigative or inspection experience in a public agency performing field or office work in the enforcement of Federal, State and Local codes, regulations or ordinances relating to building codes, building plans, health and safety Codes, zoning ordinances, abandoned vehicle abatement, employee housing, and/or other public nuisances.

**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid California driver's license.  
Possession of one (1) or more of the following certifications: International Code Council Certification; California Association of Code Enforcement Officers (CACEO) or a related organization;

**DESIRABLE EMPLOYMENT STANDARDS**

**Knowledge of:**

- Applicable Federal, State, and local statutes, ordinances, rules, regulations, policies, standards and codes.
- Tulare County ordinances pertaining to the Planning and Development Department.
- General clerical procedures such as filing and sorting.
- Knowledge of software programs, building plan check and drafting interpretation.

**License or Certificate:**

Possession of or the ability to obtain additional certifications: International Code Council Certification; California Association of Code Enforcement Officers (CACEO) or a related organization;

[Building-Zoning Inspector II] Job Code: 006320, Res: 92-1238, Updated: 8/09/1992

[Building/Code Compliance Inspector II] Job Code: 006320, Res:22-0779, Updated/Approved: 09/13/2022

[Building/Code Compliance Inspector II] Job Code: 006320, Res: 2024-0852, Approved: 09/17/2024

[Building/Code Compliance Inspector II] Job Code: 006320, Res: xxxx-xxxx, Approved: xx/xx/xxxx

Supplemental Information

Overtime Status: Eligible

Probation: 6 Months

BU: 03