

BUILDING & CODE COMPLIANCE INSPECTOR I

County of Tulare

DEFINITION

To review construction application and related documents for permit approval and inspect the construction and/or modification of residential, commercial and/or industrial structures; 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.

DISTINGUISHING CHARACTERISTICS

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. It is the entry level class in the Building & Code Compliance Inspector series for persons with construction trade and enforcement experience. Additional training and education are expected to gain sufficient knowledge in Building Trades, Building Codes and County ordinances and zoning regulations to progress to the Building & Zoning Inspector II level.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Supervising Building & Code Compliance Inspector III or higher-level Departmental staff. Functional or Technical supervision may be provided by a Building & Code Compliance Inspector II or III.

DUTIES

Interpret applicable code sections accurately to determine that work and materials meet the proposed minimum code requirements.

Assists in checking building plans and specifications and zoning and land division permit applications for completeness and accuracy.

Assists in providing 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.

Inspect all construction in the County jurisdiction to ascertain that all necessary permits have been obtained.

Inspect buildings and related structures, systems and installation for construction, modification, addition, demolition or removal.

Receive and check complaints of code ordinance violations including abandoned vehicles, substandard housing, and zoning investigations.

Investigate all noncomplying work, practices and materials to determine appropriate corrective action to be taken.

Research and test codes and ordinances for applicability to specific circumstances.

Research and give technical advice and procedures for compliance to the general public, homeowners and contractors on building codes, zoning, County ordinances and State laws that may affect proposed projects.

Coordinate and schedule building inspections and appointments; file plans, building permits and daily inspections.

Keep records and write reports maintain surveillance of building activity and land use.

Investigate ordinance, zoning and setback violations; make inspections of properties for compliance with 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 and zoning inspection information.

Review building and special use permits, determine noise levels.

Meet with members of other departments on common compliance problems.

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.

May appear as a witness in court; issue notices where voluntary compliance is not forthcoming.

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:

- Ability to interpret the following codes: California Building Codes; California Residential Code; California Fire Code, Health and Safety Code, Vehicle Code, Penal Code, Abatement of Dangerous Building Code, California Electrical Code, California Plumbing and Mechanical Codes, Accessibility Regulations, and California Energy Requirements. California Green Code.
- Math to work with percentages, decimals, and moderately complex design formulas, and to determine ordinance violations and property locations.

Skill/Ability to:

- Interpret and apply County of Tulare ordinances, regulations, and codes relating to building, zoning, code compliance, health and safety, and the rules of evidence and recognize conditions that constitute an ordinance or code violation.
- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment; read and understand blueprints, maps, drawings, specifications, grades, regulations concerning zoning, subdivisions, and setbacks.
- Use patience and tact to deal effectively with a wide cross-section of the general public in a service and enforcement situation.
- Retain and recall technical information and to explain technical terms and concepts to others.
- Plan and organize work; interpret structural and system designs and identify construction materials.
- Estimate labor and material costs; use measuring devices.
- Observe safe work practices.
- Crawl through attics and under floors, climb ladders and scaffolds, and walk on roofs.

Education:

- Equivalent to completion of the twelfth grade and preferably completion of an approved apprenticeship or recognized technical course in one of the building trades.

Experience:

- Two (2) years of experience in the building and construction trades working in compliance with California building codes and regulatory ordinances, preparing physical planning documents, or in a building inspection activity or building permit agency.

OR

- Two (2) 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 or the ability to obtain one (1) of the following certifications within two years from date of hire as mandated by Health and Safety Code sections 18949.25-18949.31; 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 I] Job Code: 006210, Res: 92-1238, Updated: 8/09/1992

[Building/Code Compliance Inspector I] Job Code: 006210, Res: 22-0779, Updated/Approved 9/26/22

[Building/Code Compliance Inspector I] Job Code: 006210, Res: 2024-0852, Approved 09/17/2024

[Building/Code Compliance Inspector I] Job Code: 006210, Res: xxxx-xxxx, Approved xx/xx/xxxx

Supplemental Information

Overtime Status: Eligible

Probation: 12 Months

BU: 03