

Building Inspector (4211) Task List – 2015

- 1) Inspects new and existing multi-unit residential, commercial, industrial, and other buildings and structures, their additions, alterations, appendages, and sites for conformance to building, grading, and zoning laws and approved plans, specifications, and standards.
- 2) Assists in training other inspection employees who perform such inspections.
- 3) Inspects large and complex structures.
- 4) Investigates quality of building materials to meet qualifications for applicable standards and codes.
- 5) Administers and assists in administering a specialized inspection or control activity.
- 6) Coordinates a number of inspection of control activities in a district branch or office.
- 7) Performs responsible staff functions in training, investigations, material control, Deputy Inspector program, or as Hearing Examiner.
- 8) Maintains technical adequacy and uniformity of inspection and enforcement activities pertaining to building, zoning, and grading laws and attends other work-related training.
- 9) Maintains complete and accurate records (e.g., electronic and written) pertaining to their assignments and prepares reports.
- 10) Surveys the condition of existing buildings to determine the need for further investigation by mechanical or electrical inspectors.
- 11) Issues enforcement notices for corrections required to persons responsible for compliance.
- 12) Makes interpretations of code requirements and recommends procedures to stakeholders.
- 13) Makes investigations of damaged, deteriorated, or hazardous buildings and structures, premises where damaged has occurred, and where violations have been observed or reported.
- 14) Consults with supervisors relative to procedures to be followed in the application of pertaining codes.
- 15) Conducts surveys of existing buildings or property to determine lack of proper maintenance, zoning code violations, and hazardous conditions.
- 16) Dispenses building and zoning information at a public counter.
- 17) Attends hearings, depositions, and appears as a witness in court cases regarding their inspection activities.
- 18) Obtains evidence and prepares reports concerning violations upon which compliance has not been secured.