



**JUN 2025**  
**FLSA: NON-EXEMPT**

**CITY OF WESTMINSTER**  
**BUILDING INSPECTOR**

**DEFINITION**

Under general supervision, candidate performs inspection work in enforcing provisions of the California Building and other related codes; issues correction and other notices when work is not in conformance with codes and standards; performs accident/damage investigations to ensure structural integrity and safety of building; assist in the review of building plans and specifications as needed at front counter when not performing building inspections, maintains effective customer relationships in representing the City and Building Services.

**SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this position receive direction and general supervision from the Building Official.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accept, review and process a wide variety of permit applications relating to construction and development-related activities regulated by the City Planning and Building & Safety Divisions.
- Review site plans, architectural drawings, and structural calculations submitted with development permit applications to ensure completeness and conformance with the department's submittal requirements.
- Calculate and collect required mitigation and development fees for construction permit applications.
- Perform over-the-counter plan check of fences, walls, small room additions, patios, decks, garages, and other small construction projects.
- Conduct building and construction job-site inspections of structures and facilities to determine compliance and enforce structural, mechanical, plumbing, electrical, mechanical and related codes and pertinent provisions of state and county health and environmental ordinances.
- Read blueprints/construction plans, interpret detailed codes and regulations and explain required inspections and construction requirements to owners, architects, engineers, contractors, developers and others; advise property owners and contractors on matters relevant to building permits, construction methods, materials and types of construction and occupancy.
- Determine appropriate actions in response to code violations; issue correction notices, notices of violation, stop-work orders and other citations, as warranted, within limits of authority; write citation and warning letters; investigate complaints concerning new or existing construction or work requiring permits.
- Conduct accident/damage investigations of building and structures damaged by accident, fire, explosion or natural disaster; determine integrity and safety of structures; issue no-occupancy orders, within limits of authority; remove orders following satisfactory completion of repairs, in compliance with all applicable code requirements.
- Confer with a senior inspector or supervisor regarding highly unusual situations and answer questions regarding plan check correction lists, conditions of permit approvals.
- Coordinate building inspection activities with other City departments and divisions.
- Utilize permit tracking system and specialized software/hardware to record inspection findings, maintain inspection and permit records and develop notices, forms, reports and correspondence.

- Maintain accurate and complete records of building inspections conducted; file completed permits; prepare necessary reports and correspondence. Carry out assigned responsibilities in accordance with Division customer service standards and expectations.
- Assist customers at the front counter when not performing building inspections.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, techniques and protocols for conducting various types of building and construction inspections.
- Modern methods of building construction and basic principles of structural design laws, ordinances and codes regulating building construction.
- Appropriate safety and fire prevention methods in construction.
- Occupational hazards and standard workplace safety practices; customer relations practices and etiquette.

### **Ability to:**

- Read and interpret blueprints, plans and specifications for buildings and construction and determine compliance of plans with codes and regulations including plan checking.
- Inspect construction sites during construction accurately and consistently, with courtesy and tact.
- Examine workmanship and materials, detect deviations from plans, standard construction practices and code requirements and identify defective and unsafe construction.
- Communicate clearly and effectively, both orally and in writing; establish and maintain effective, customer focused relationships with those encountered in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

High School graduation or G.E.D. equivalent is required. Two years of experience in varied building inspection work involving the application and interpretation of building construction codes and building regulations is required.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License, Class C, by time of appointment.
- International Code Council (ICC) certification as a Building Inspector in one or more areas of specialization such as Building, Mechanical, Plumbing, and Electrical Inspections.

**PHYSICAL DEMANDS**

Due to the nature of work assignments, incumbents must be able to walk, stand or sit for prolonged periods of time; bend, stoop, kneel and crawl; walk over uneven and slippery surfaces; operate vehicles; and have sufficient visual acuity to conduct inspections.

**ENVIRONMENTAL ELEMENTS**

Due to the nature of work assignments, incumbents are exposed to field and construction site environments; travel from site to site throughout the work day; and have extensive public contact.