



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
BUILDING INSPECTOR
(Classification Specification)
(Classified)

JOB SUMMARY

The Building Inspector may report directly to the Director of Building and Safety, Senior Structural Plan Check Engineer, or Senior Building Inspector. The Building Inspector inspects buildings and structures in all stages of construction, alteration and repair; determines compliance with zoning ordinances, building, plumbing, electrical codes and other regulations; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Building Inspector. The duties included on this list are examples and are not intended to be all inclusive or restrictive.

1. Makes field inspections of residential, commercial and industrial building projects at various stages of construction for conformance to applicable zoning, planning, electrical, structural and building codes, City Ordinances and State Laws;
2. Receives and reviews building plans, completes plan check applications, determines necessary changes and corrections and fills out correction sheets;
3. Routes plans through planning, zoning, fire prevention and other City offices as necessary; acquaints applicants with all legal building requirements and assists applicants in determining ways of bringing their plans into conformance;
4. Checks all plans for structural requirements from footings and foundations to the roof;
5. Makes field inspections of structural conformance to approved plans, specifications and codes;
6. Inspects new and old plumbing, sewer lines, water heaters, fire lines, furnaces, vents, sprinkler systems, gas piping and appliances;
7. Inspects new and old wiring and electrical installations in residential, commercial, industrial and other buildings;
8. Reviews permit applications;
9. Examines wiring diagrams, plans and specifications;
10. Verifies that installations conform to permits and plans in all respects; and
11. Performs small residential plan checks.

QUALIFICATIONS GUIDE

Education, Training and Experience

- Graduation from high school or equivalent;
- At least five (5) years of recent experience as a Journeyman Plumber, Electrician, Carpenter or as an Inspector specializing in any of the aforementioned areas or allied fields; or
- Any combination of education and experience that clearly provides the required knowledge, skills and abilities is qualifying.

Knowledge and Abilities

An important public responsibility is the conferring and assisting of architects, contractors, builders and the general public in understanding the may legal requirements and aiding them in making changes or corrections where necessary and in ways which will conform to the law, obtain the objectives of the requirements and be the least arbitrary, inconvenient or delaying to the applicants.

License

A valid California motor vehicle operator's license.

A building inspector certificate certified by ICC is required.