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.