



MARCH 2016
FLSA: NON-EXEMPT

INSPECTOR

DEFINITION

Under general supervision, performs either non-structural plan check and inspection of new and existing residential, commercial, and industrial structures or of City capital improvement projects to ensure compliance with codes, ordinances and regulations, including inspecting projects and materials, preparing daily reports, coordinating departmental activities with contractors and utility companies; performs code enforcement through issuance of warning notices, stop work orders and correction notices and administers fines for violations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Inspector, Division Manager, or the Chief Building Official. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level in the Inspector classification series and incumbents are assigned to either the Public Works Department, where they function as engineering construction inspectors on capital improvement projects, or to the Building and Safety Services Division, where they primarily inspect residential buildings and developments. Depending upon the needs of the City and the qualifications of incumbents, incumbents may promote from this class to the higher advanced-journey level class of Senior Inspector, which is also utilized in both departments. This class is distinguished from the Senior Inspector in that the latter has responsibility for more complex inspections requiring a higher level of certification and/or experience and the use of considerable independent judgment and initiative.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

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

When performing all assignments:

- Inspects properties and materials for compliance with plans, specifications and codes including both new and existing structures.
- Responds to questions and complaints regarding codes and regulations, inspection schedules, inspection results and code compliance requirements.
- Confers with and provides information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolves complaints and problems.
- Maintains construction/building inspection files and logs; prepares reports, correspondence and requests for progress payments.
- Writes citations or stops work in progress, depending upon the nature of the infraction; documents actions and testifies in court as required.
- Performs other duties of a similar nature or level.

When assigned to construction inspections:

- Interacts with contractors, engineers, architects and others engaged in capital improvement projects regarding progress, scheduling, project problems, plan interpretation, specification interpretation, testing and field measurements; may coordinate the work of consultants for testing and special inspections.
- Coordinates inspection-related activities with contractors and utility companies, including conducting pre-construction meetings, preparing pay estimates, preparing change orders, and scheduling inspections.

When assigned to building inspection

- Reviews requests for building permits; approves permits and determines appropriate fees.
- Inspects new and existing residential properties for conformance to codes, regulations, plans, specifications, and standards related to foundations, framing, electrical, plumbing, access, life safety, energy compliance and other functional elements; may inspect commercial and industrial projects on a training or as needed basis.

QUALIFICATIONS

Knowledge of:

- Construction methods, materials, tools and equipment used for residential, commercial, and industrial projects or for City capital improvement projects.
- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for residential and commercial buildings and City capital improvement projects.
- Building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures governing the construction of assigned projects.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Safety equipment and practices related to the work, including safe driving rules and practices.
- Mathematical principles including algebra, geometry, and trigonometry.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures, and departmental policies governing the construction and inspection of buildings.
- Review, understand, interpret, and analyze construction blueprints, plans, specifications, architect and engineering drawings, and maps for conformance with City standards and policies.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.

- Coordinate and deal with contractors and property owners, as well as investigate building code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Prepare clear, effective, and accurate reports, and other written materials; maintain accurate and precise records.
- Effectively represent the department and the City in meetings with other departments, public and private organizations, and individuals.
- Maintain accurate logs, records, and basic written and electronic records of work performed using modern technology.
- Make accurate mathematic computations.
- Operate office equipment and computer applications related to the work.
- Understand and carry out oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted 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:

Equivalent to completion of high school and two (2) years of either construction or building inspection experience, depending upon assignment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- For specified positions in the Building and Safety Services Division, must possess or have the ability to obtain an ICBO Certificate as a Building, Plumbing, Mechanical or Electrical Inspector.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration,

confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.