

CLASS SPECIFICATION

Yuba County

June 2006

CLASS TITLE: Building Inspector III

FLSA STATUS: Non-exempt

JOB SUMMARY:

Conducts inspections of residential, commercial and industrial buildings under construction or being remodeled to determine compliance of plans and buildings with applicable State and County Codes; acts as lead providing direction and technical expertise to staff and performs related work as assigned.

CLASS CHARACTERISTICS:

This is the advance journey level class in the Building Inspector series fully trained to handle the more complex, difficult and/or contentious inspections. Duties may vary somewhat, depending on the area of assignment however; all positions are characterized by the need for planning, coordination, evaluation and review of highly technical construction plans and specifications. The incumbent is expected to have a high degree of technical expertise and to exercise considerable independence and discretion on assignments. This class is distinguished from the Supervising Building Inspector in that the latter is the full supervisory level in this class series.

EXAMPLES OF DUTIES:

Essential:

- Provides lead direction, training and work review to professional and technical staff; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work; provides input into performance evaluations.
- Perform plan reviews and field inspections of a complex and difficult nature; responds to highly sensitive, complex or technical complaints; makes on-site visits to validate the nature of the complaint and recommends solutions.
- Performs full range of Building Inspection duties including conducting and documenting multiple inspections; maintaining accurate and separate records for each inspection.
- Interprets County Ordinances and State and Federal codes and regulations; explain standards, policies and procedures to County staff, property owners, construction professionals, business developers and members of the public.
- Explain complex requirements to others; analyze and prepare technical reports for both technical and non-technical readers.
- Develops and recommends policies and procedures and drafts ordinances for assigned program areas; implements new or modified policies and procedures and trains staff as required.
- Confers with and provides information to land and business owners, developers, residents, contractors and the public; represents the department and the County, makes presentations to groups and coordinates public meetings.
- Maintains current knowledge by attending courses, training seminars and professional meetings.

Knowledge of:

Principles and practices of building design, construction and inspection.
Uniform building, mechanical, electrical and plumbing codes.
County codes and standards applicable to building design and construction.
Codes, regulations, court rules and hearing procedures applicable to building inspection and code enforcement.
Laws, codes, court decisions and regulations related to varied inspections.
State mandated inspection programs.
Basic supervisory principles and practices.
Applicable codes and regulations.
Computer applications related to the work.

Arithmetic and basic mathematical calculations.
Record keeping and report preparation practices and techniques.
Standard office practices and procedures, including filing and the operation of standard office equipment

Skill in:

Training and guiding subordinate staff in inspection activities, safety and interpretation of codes, ordinances, regulations, procedures, policies and practices.
Effectively handling sensitive building inspections, the most complex and sensitive zoning and related violation inspections and negotiating effective solutions.
Interpreting construction plans, specifications and related documents.
Analyzing situations quickly and objectively and determine proper course of action.
Interpreting, explaining and applying complex requirements, rules and regulations.
Reviewing plans and design specifications for compliance with standards.
Preparing clear, accurate and effective reports, correspondence and other written materials.
Organizing own work, setting priorities and meeting critical deadlines.
Using initiative and independent judgment within established procedural guidelines.
Maintaining accurate records and files.
Representing the County in meetings with groups and individuals.
Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.

Ability/Physical Requirements:

- Mobility to work in a typical office setting and use standard office equipment.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Ability to drive a motor vehicle in order to attend meetings and inspect properties.
- Hearing and speech to communicate in person or over the telephone.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Licensing and Certification:

- Ability to obtain a valid California Class C driver's license within thirty (30) days of employment.
- Possession of all of the following ICC Certificates: Building, Mechanical, Electrical and Plumbing Certificates or their equivalent.
- Maintain professional development and continuing education activities for ongoing certification as required by position.

Background: The minimum and preferred requirements for this position are described below:

MINIMUM: Possession of all of the following I.C.C. Certificates: Building, Mechanical, Electrical, Plumbing Certificates OR their equivalent (Residential Combination Inspector Certificate) plus three years of experience in the inspection and enforcement of building, zoning and related usage codes which includes one year equivalent to the County's class of Building Inspector II.

PREFERRED: In addition to the minimum requirements, completion of a Building Inspection Technology Program and/or Construction Management coursework from an accredited institution and up to three additional years of experience equivalent to the County's class of Building Inspector II.

This class specification lists the major duties and requirements of the job. Incumbents may be expected to perform job-related duties other than those contained in this document.