

CLASSIFICATION SPECIFICATION



CLASSIFICATION:	Building Inspector I/II	ESTABLISHED:	Prior 1990
ALLOCATION:	Community Development & Services Agency	REVISED:	June 2014
FLSA STATUS:	Non-exempt		
UNION AFFILIATION:	YCEA		

JOB SUMMARY:

Learn and perform a variety of professional commercial, industrial, residential building and safety inspection of new and existing properties for compliance with building, housing, state and local zoning and related codes, regulations and ordinances; the primary focus of which is code enforcement of substandard housing; perform related work as assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the I level if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level.

Building Inspector I:

Initially under close supervision, incumbents learn structural, framing, plumbing, electrical, energy consumption, disability access, zoning, property usage and occupancy, property maintenance, health and nuisance violations, abandoned vehicles and related codes and inspection techniques. As experience is gained, inspections become more complex and are performed under more general supervision. This is the entry level in the building inspection series.

Building Inspector II:

Under limited supervision, this is the working level in this class series, fully qualified to independently perform diverse inspections. This is the journey level in the building inspection series.

CLASS CHARACTERISTICS:

This position reports directly to Supervising Building Official. This class is distinguished from Building Inspector III in that the latter handles the more complex, difficult and/or contentious inspections.

EXAMPLES OF DUTIES:

Essential:

- Inspect new and existing industrial, commercial and/or residential properties, and/or other building and construction for conformance to codes, regulations, plans, specifications and standards related to foundations, framing, electrical, plumbing and other structural and functional elements.
- Receive and respond to complaints regarding zoning violations, debris, solid waste, abandoned or inoperative vehicles, weeds, illegal occupancy, substandard buildings and other County code violations.
- Confer with and provide information to developers, engineers, architects, property owners and others regarding code requirements and alternatives and County policies and procedures wherever possible, resolve complaints and problems; maintain close verbal and written contact regarding progress with the complainants.
- Research property ownership, variances, use permits and other documentation regarding the property in question; contact property owners and schedules on-site inspections.
- Perform abatement of hazardous or public nuisance circumstances; issue citations or notices of violations for non-compliance, including requested remedial action, time limits and permits required.
- Investigate complaints regarding existing buildings or new construction to determine appropriate usage and if code violations or problem conditions exist; resolve problems or refer them to the supervisor for resolution.
- Coordinate nuisance abatements of buildings, facilities and vehicles; obtain bids for required work and oversee contract or owner work performed to completion.
- Interpret codes and regulations and explain permit programs and compliance conditions.
- Coordinate assigned building inspection work and code enforcement work with that of fire prevention and other County or other agency staff.
- Document and maintain accurate records of inspections, actions taken and regulatory efforts; prepare written reports, correspondence and cost reimbursement requests, and issue notices to correct code violations.
- Provide information to County legal staff to prepare cases of violations; testify in court as required.
- Prepare and present cases at nuisance abatement hearings, cost assessment hearings and appeals.
- Develop and maintain knowledge of construction technology, methods and materials.
- Drive a motor vehicle in the course of duties to visit work sites and attend meetings.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Perform data entry and report generation using standard office software; provide various office support assistance in the department.

EMPLOYMENT STANDARDS:**Knowledge of:****Building Inspector I:**

- General principles and practices of Code Enforcement including: applicable laws, codes and regulations related to State and County vehicle abatement, zoning and land use, substandard housing, dangerous buildings and health, safety and general public welfare.
- Principles and practices of building construction, including traditional and contemporary methods, plans, materials, tools and equipment used in all aspects of building construction including plumbing, carpentry, electrical and mechanical.
- Nomenclature, symbols, methods and techniques used in construction plans, drawings and specifications.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, punctuation and grammar.
- Basic techniques for dealing with the public, in person or over the telephone, in a professional and courteous manner.
- Inspection principles and techniques.
- Concepts, materials and terminology related to building construction and zoning.
- Applicable codes and regulations.
- Computer applications related to the work.
- Business and engineering mathematics.
- Record keeping principles and practices.
- Safety and safe working practices for building inspection work.

Building Inspector II (in addition to the above):

- Advanced principles, practices and applicable laws, codes and regulations related to State and County vehicle abatement, zoning and land use, substandard housing, dangerous buildings and health, safety and general public welfare.
- Principles, practices, codes and regulations related to state and county zoning, building use, health and safety, structural, electrical, plumbing, energy, disability and other building inspection requirements.
- Codes, regulations, court rules and hearing procedures applicable to building inspection and code enforcement.
- Citation preparation and issuance, inspection warrant preparation and execution.
- Procedures for documenting inspections, correcting violations and carrying through on court procedures as required.
- Laws, codes, court decisions and regulations related to varied inspections.
- Advanced techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:**Building Inspector I:**

- Learning to perform residential, basic commercial, zoning and code enforcement inspections.
- Learning to document inspections and follow through in code violation procedures.
- Learning to use initiative and independent judgment within established procedural guidelines.
- Explaining codes, regulations and procedures to property owners, residents and the public.
- Reading and interpreting plans and specifications.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing and prioritizing work and meeting critical deadlines.
- Understanding and following oral and written directions.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Building Inspector II (in addition to the above):

- Interpreting and applying appropriate methods, practices, procedures, codes, regulations and complex requirements.

- Explaining codes, regulations and procedures to engineers, architects, developers, property owners and the public.
- Explaining legal requirements accurately and tactfully; understanding customers' perspective, concerns, needs and requests.
- Probing and analyzing situations accurately and enforcing legal requirements in an ethical manner with efficiency and impartiality.
- Interpreting construction plans, specifications and related documents.
- Effectively handling complex and sensitive violations and negotiating effective mitigation solutions.
- Independently performing routine and diverse investigations, preparing evidence and files on difficult code enforcement cases for court presentation and testimony.
- Using initiative and independent judgment within established procedural guidelines.
- Effectively handling sensitive building inspections, complex and sensitive zoning and related violation inspections and negotiating effective mitigation solutions.

Ability to:

Building Inspector I:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Perform calmly, purposefully and appropriately in stressful situations.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Pay careful attention about detail and be thorough in completing work tasks.
- Inspect materials and workmanship for safety hazards or construction problems.
- Enforce regulations firmly, tactfully and impartially.

Building Inspector II (in addition to the above):

- Read and interpret complex plans and specifications.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle in order to attend meetings and inspect properties,
- 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.

Work Environment:

- Typical office setting.
- Residential, commercial, or industrial properties or other facilities under inspection and potentially under construction.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.
- May require work with exposure to potential hazards at various construction sites

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Possess all of the four core I.C.C. Certificates: Building, Mechanical, Electrical and Plumbing or their equivalent (Residential Combination Inspector Certificate) within two years as required by Health & Safety Code Section 18949.28(a) or subject to dismissal and prior to promoting to the Building Inspector II level.
- Maintain professional development and continuing education activities for valid certification as required by position.
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

BUILDING INSPECTOR I:

MINIMUM: Graduation from high school and completion of a Building Inspection Technology Program from an accredited institution plus one year of related experience in the building trades

OR

Possession of the four core I.C.C. Certificates: Building, Mechanical, Electrical, Plumbing or their equivalent (Residential Combination Inspector Certificate) plus one year of related experience in the building trades.

Each I.C.C. Certificate can substitute for up to 3 months of related experience or for up to 6 months of related education in a Building Inspection Technology Program.

PREFERRED: Possession of the four core I.C.C. Certificates or their equivalent as previously defined, possession of related technical certificate(s) such as Certified Code Enforcement Officer (CCEO), completion of a Building Inspection Technology Program from an accredited institution, an Associate's degree from an accredited institution with major course work in civil or criminal law, public/business administration, engineering, construction, planning or a related field, and at least one year experience equivalent to the County's class of Code Enforcement Officer.

BUILDING INSPECTOR II:

MINIMUM: Possession of the four core I.C.C. Certificates: Building, Mechanical, Electrical, Plumbing or their equivalent (Residential Combination Inspector Certificate); and two years of experience in the inspection and enforcement of building, zoning and related usage codes at the level of the County's class of Building Inspector I.

PREFERRED: In addition to the II-level minimum, possession of related technical certificate(s) such as Certified Code Enforcement Officer (CCEO), completion of a Building Inspection Technology Program from an accredited institution, an Associate's degree from an accredited institution with major course work in civil or criminal law, public/business administration, engineering, construction, planning or a related field, and up to three additional years of experience equivalent to the County's class of Code Enforcement Officer.

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

Building Dept Approval: Marty Griffin
Date:

EEOC: A
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____