

## CLASSIFICATION SPECIFICATION



<b>CLASSIFICATION:</b>	Building Inspector III	<b>ESTABLISHED:</b>	Prior 1990
<b>ALLOCATION:</b>	Community Development & Services Agency	<b>REVISED:</b>	August 2014
<b>FLSA STATUS:</b>	Non-exempt		
<b>UNION AFFILIATION:</b>	YCEA		

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### **JOB SUMMARY:**

Perform complex, difficult and/or contentious 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; act as a lead inspector providing direction and technical expertise to staff and perform related work as assigned. 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.

This is the advanced journey level in the Building Inspector series.

### **CLASS CHARACTERISTICS:**

This position reports directly to Supervising Building Official. This class is distinguished from Supervising Building Official in that the latter is the full supervisory level in this class series.

### **EXAMPLES OF DUTIES:**

#### **Essential**

- Provide lead direction, training and work review to professional and technical staff; organize and assign work, set priorities and follow-up to ensure coordination and completion of assigned work; provide input into performance evaluations.
- Perform plan reviews and field inspections of a complex and difficult nature; respond to highly sensitive, complex or technical complaints; make on-site visits to validate the nature of the complaint and recommend solutions.
- Perform full range of Building Inspection duties including conducting and documenting multiple inspections; maintain 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.
- Develop and recommend policies and procedures and draft ordinances for assigned program areas; implement new or modified policies and procedures and trains staff as required.
- Confer with and provide information to land and business owners, developers, residents, contractors and the public; represent the department the County, make presentations to groups and coordinate public meetings.
- Independently perform the full range of duties of the Building Inspector I/II.
- Maintain current knowledge by attending courses, training seminars and professional meetings.
- 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:**

- 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.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervision and training.
- 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.

- 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.
- Citation preparation and issuance, inspection warrant preparation and execution.
- Advanced, codes, regulations, court rules and hearing procedures applicable to building inspection and code enforcement.
- Laws, codes, court decisions and regulations related to various inspections.
- State mandated inspection programs.
- Computer applications related to the work.
- Arithmetic and basic mathematical calculations.
- Record keeping and report preparation practices and techniques.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, punctuation and grammar.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- 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, in a professional and courteous manner.

**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 mitigation solutions.
- Planning, directing and reviewing the work of others on a project or day-to-day basis
- Interpreting construction plans, specifications and related documents.
- Analyzing situations quickly and objectively and determine proper course of action.
- Interpreting, applying and explaining complex requirements, rules and regulations to property owners, residents, engineers, architects, developers, property owners and the public.
- Reviewing plans and design specification 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.
- 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.
- 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 to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Exercise considerable independence and discretion on assignments.
- Read and interpret complex plans and specifications.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Perform calmly, purposefully and appropriately in stressful situations.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Pay careful attention to detail and be thorough in completing work tasks.
- Inspect materials and workmanship for safety hazards or construction problems.
- Enforce regulations firmly, tactfully and impartially.

**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:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possession of the four core I.C.C. Certificates: Building, Mechanical, Electrical and Plumbing or their equivalent (Residential Combination Inspector Certificate).
- Maintain professional development and continuing education activities for ongoing certification as required by position.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which includes 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:**

**MINIMUM:** Possession of the four core I.C.C. Certificates: Building, Mechanical, Electrical and Plumbing or their equivalent (Residential Combination Inspector Certificate) and five years of experience in the inspection and enforcement of building, zoning and related usage codes which includes three years equivalent to the County's class of Building Inspector II.

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

**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 Approval: Marty Griffin  
Date:

EEOC: A  
WC: 9410

Human Resources Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_