



Job Title: Building Inspector 1
Department: Building
Date: February 18, 2019
X Non-Exempt ___ Exempt
FLSA Exemption: N/A
Job Reports to: Senior Building Inspector
Pay Grade: 6
X Full Time ___ Part Time

Job Description

Summary/Objective Under direct supervision, provides inspection services to ensure that structures are safe and in compliance with local, state, and federal codes, regulations, and ordinances.

The Building Inspector I is an entry level classification in the Building Inspector series. The employee is assigned to inspections of a more routine nature, and learns City policies, procedures, specific techniques and methods for municipal inspection work.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Conducts residential and commercial field inspections projects at various stages of construction, remodeling, and repair to ensure compliance with all pertinent codes, regulations, ordinances, and plans; approves work at each stage and orders corrective action as necessary.
2. Performs residential and commercial inspection duties in one or more areas of expertise, including electrical, plumbing, and mechanical inspections; inspects a variety of elements such as foundations, walls, roofs, electrical lines, gas lines, plumbing systems, and swimming pools.
3. Reviews residential and commercial building plans and specifications for completion and compliance with applicable codes; attends pre-construction inspections at construction sites for regulation compliance.
4. Answers questions and provides technical assistance to contractors, developers, architects, engineers, homeowners, and the general public during field inspections, at the public counter, and through telephone and electronic communications on matters pertaining to the building inspection process and code requirements.

5. Prepares and issues correspondence including stop work and correction notices pursuant to job site field inspections; prepares reports of inspections and work completed.
6. Reviews, updates, and maintains status and records of inspections; inputs information into permit database.
7. Researches building, plumbing, mechanical, and electrical code books and other informational sources as necessary to assist with inspection duties; attends seminars and training sessions to maintain certifications and stay abreast of current code requirements and inspection standards.
8. Maintains current knowledge of building construction methods, materials and requirements.
9. Conducts pre and post-trip inspections of vehicles to verify safety and proper operations or to identify potential problems; reports faulty equipment or operational problems.
10. Prepares and writes a variety of reports and documentation.
11. Performs other duties of a similar nature.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, contractors, architects, engineers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Accuracy & Financial Management.
5. Project Management.
6. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience:

Graduation from high school or G.E.D equivalent; and two years of experience in engineering, architecture, or a skilled craft in the construction industry; or an equivalent combination of training and experience.

Licenses and Certificates:

Certification as a Building Inspector (Commercial or Residential) or Plans Examiner by the International Code Council is required for Building Inspector I prior to completion of probationary period.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- Federal, state and local laws, codes, ordinances, and regulations governing building construction, rehabilitation, alteration, use, and occupancy, including the California Building, Plumbing, and Mechanical Codes, the California Electric Code, and Title 24 of the Americans with Disabilities Act (ADA).
- Principles, practices, methods, and materials of building construction, including familiarity with carpentry, plumbing, electrical, and mechanical trades.
- Safety standards and practices in the building construction industry.
- Principles and practices of customer service.
- Basic mathematical principles, including algebra, geometry, and trigonometry.
- Occupational hazards and safety measures appropriate to work performed.

Skill to:

- Operate various types of standard office equipment, including a personal computer and related software.
- Operate a motor vehicle in a safe manner.

Ability to:

- Interpret and apply pertinent federal, state and local laws, codes, ordinances, and regulations.
- Establish and maintain courteous, cooperative, and effective working relationships with those encountered in the course of work.
- Maintain professionalism, courtesy, and composure at all times, including stressful situations, and handle disputes and complaints in a calm manner.
- Read and understand building construction plans and specifications.
- To add, subtract, multiply and divide.
- Communicate clearly and effectively, both orally and in writing.
- Use proper English, spelling, grammar and punctuation.
- Enforce codes with firmness, tact and impartiality.
- Prepare and maintain accurate and precise written records and documentation.
- Perform assignments with a high degree of independence.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Working Conditions, Mental and Physical Demands

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Work Environment

The employee typically works in both office and field settings. When conducting site inspections, the employee frequently works in extreme outside weather conditions, in or near road traffic; near moving mechanical parts and in high places. The employee is frequently exposed to wet and/or humid conditions. The noise level is frequently loud where construction and traffic noise can be above 70 decibels. The employee works near electrical and mechanical hazards and is exposed to wet or humid conditions, airborne particles, and toxic or caustic chemicals or fumes. In the office, the noise level is frequently quiet or moderately quiet, at or below 50 decibels.

Physical Demands

The employee is frequently required to sit, stand, kneel, bend, stoop, squat, and walk on level, as well as, sloped and slippery surfaces while performing inspections of construction sites and completed work, and climb ladders or steps and work on elevated surfaces. The employee reaches, grasps, and carries inspection tools. The employee hears and talks with staff, vendors, contractors, and the general public in person and by telephone. Specific vision abilities required by this job include close vision, far vision, color vision, and the ability to adjust focus. The employee uses hands to operate, finger, handle or touch office equipment; and reach above and below shoulders with hands and arms. The employee reaches, lifts, and move records, documents, and objects weighing up to 50 pounds alone, and up to 100 pounds with assistance.

Essential Mental Functions

The employee is regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive and changing deadlines and interact with City staff, customers, vendors, contractors, and the public in achieving compliance with standards and requirements.

Supervisory Responsibility

This position has no supervisory responsibilities.

Expected Hours of Work/Work Schedule

Monday – Thursday, 7:00 AM – 5:30 PM (4x10 workweek). Required to work on an on-call rotating schedule, including weekends and holidays and is subject to 24-hour emergency call back.

Travel

Local travel in City vehicle is expected for this position.

Disclaimers and approval The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

The approval component should include a section for the signatures of the supervisor and HR professional and the date approved. The job incumbent should also sign and date the document.

This job description has been approved by all levels of management:

Department Head	<u><i>[Signature]</i></u>	Date	<u>2-19-2019</u>
City Manager	<u><i>[Signature]</i></u>	Date	<u>2/20/19</u>
HR	<u><i>[Signature]</i></u>	Date	<u>2-19-2019</u>

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____