



June 2019
FLSA: Non-Exempt

BUILDING/ONSITE INSPECTOR I/II

DEFINITION

Under direct (I) or general (II) supervision, performs inspections of residential, commercial, and sanitary sewer sites to enforce relevant codes; ensures conformance with approved plans, specifications, standards, permits, and licensing; provides a variety of information to property owners, developers, architects, engineers, and contractors; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision or general supervision from the Chief Building or Onsite Sanitary Official. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Building/Onsite Inspector I: This is the entry-level classification in the series. Initially under close supervision, incumbents learn and perform day-to-day responsibilities of building and/or sanitary sewer inspection work to ensure California Code of Regulations and related codes and standards are met. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Building/Onsite Inspector II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Building/Onsite Inspector II: This is the fully qualified journey-level classification in the Building/Onsite Inspector series. Positions at this level are distinguished from the Building/Onsite Inspector I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Building/Onsite Inspector class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

Positions at the Building/Onsite Inspector I level may perform some of these duties and responsibilities in a learning capacity.

- Conducts field inspections of residential and commercial sites at various stages of construction, alteration, and repair for conformance to state and local building, plumbing, electrical, housing, energy conservation, and wastewater codes, plans, specifications, standards, and drawings.
- Inspects construction framing, foundations, grading, mechanical systems, and electrical, plumbing, and sanitary sewer installations on new construction and alterations to verify code compliance.
- Inspects setbacks from property lines and boundary determinations to ensure compliance with approved plans, construction codes, and zoning ordinances.
- Issues correction notices, stop-work notices, and citations according to established building inspection policies and procedures.
- Conducts follow-up inspections to ensure compliance; conducts and approves final inspections.
- Reviews construction and/or alteration plans of residential and commercial structures and septic system to determine compliance of plans to established codes and regulations; reviews proposed subdivisions for code compliance.
- Performs surface water and ground water sampling.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Maintains files, databases, and records related to building inspection activities.
- Prepares a variety of written reports, memoranda, and correspondence.
- Advises and provides information to property owners, developers, architects, engineers, and contractors regarding building inspection requirements, in person and over the counter and telephone; assists the public in the permit application and issuance processes, coordinating and scheduling inspections, plan review, and other developmental processes; responds to questions, complaints, and inquiries.
- Enforces business license, business occupancy, and related codes and regulations as referred by the Finance Department.
- Monitors and interprets changes in building code requirements and new construction techniques.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Building/Onsite Inspector I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Building, electrical, mechanical, plumbing, sanitary sewer, and Title 24 and Title 25 of the California State Codes.
- Building construction and design practices, methods, and materials.
- Principles and techniques of building inspection work.
- Policies and procedures related to development review, permitting, and plan checking.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Business arithmetic, including the calculation of areas and fees.
- Occupational hazards and standard safety practices necessary in the area of building inspection.
- Principles and procedures of record keeping and preparation of correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Explain and enforce building, sanitary sewer, and related codes and regulations to property owners, residents, and others.
- Identify and respond to issues and concerns of Town management and staff, a variety of community and business groups, and the general public in a fair, tactful, and timely manner.
- Review, understand, and interpret construction blueprints, plans, specifications, drawings, and maps for conformance with Town standards and federal, state, and local regulations.
- Review and advise homeowners of corrections required for basic residential plan checks.
- Perform required mathematical computations with accuracy.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise correspondence and other written materials.
- Maintain accurate logs, records, and basic written records of work performed.
- Effectively represent the department and the Town in meetings with community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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:

Building/Onsite Inspector I/II: Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in planning, construction management, architecture, engineering, or a related field.

Building/Onsite Inspector I: Four (4) years of experience in general construction or related field.

Building/Onsite Inspector II: Two (2) years of progressively responsible experience equivalent to Building/Onsite Inspector I with the Town of Paradise.

Licenses and Certifications:

Building/Onsite Inspector I/II:

- Possession of, or ability to obtain, a valid California Driver's License.

Building/Onsite Inspector I:

- Ability to obtain an International Code Council (I.C.C.) Building Inspector Certification or Combination Residential Certificate within twelve (12) months of appointment.

Building/Onsite Inspector II:

- Possession of an I.C.C. Building Inspector Certificate or I.C.C. Combination Building Inspector Certificate, and one of the following: I.C.C. Plumbing, Electrical, or Mechanical Inspection Certificate.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. 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.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, crawl, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Town sites; vision, smell, and hearing to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are 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.