

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

BUILDING INSPECTOR

Civil Service Status:	Open/Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One-Year	Approved by Civil Service Commission:	10-31-13
Classification Series:	Building & Engineering	Approved by City Council:	11-04-13
FLSA Status:	Non-Exempt	Resolution No.:	2013-47

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision and the direction of the Building Official, conducts field inspections and checks residential, commercial and industrial construction, alteration, or repairs of buildings and other structures; enforces codes related to building, plumbing, electrical, mechanical, structural, and finish trade areas; assists in the review of building plans and provides building code information to the public; and performs other related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs the full array of residential, commercial, and industrial building construction, remodel, and repair field inspections to ensure the health, safety, and welfare of the public; determines existence and type of various building code violations; compiles, analyzes, and evaluates findings of investigations and inspections; interacts with architects and construction contractors to ensure code compliance; performs follow-up inspections as required; ensures compliance with all applicable municipal building related codes and regulations; issues standard construction and occupancy permits and approves final inspection certificates;
- Organizes and prepares inspection routes; checks the safety of construction and installation practices; inspects the quality of materials and methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, pools and spas, masonry, electrical, plumbing, NPDES stormwater quality compliance; and other construction work;
- Interprets, applies, and explains applicable federal, state, and municipal electrical, plumbing, structural, and mechanical codes, and other related laws, codes, and regulations to the public, department staff, and other agencies; conducts pre-construction meetings with owners, architects, contractors, and property owners to develop inspection protocols and to advise them on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits;
- Maintains clear, concise, and comprehensive records and reports related to inspection activities; prepares weekly project updates; routes inspection requests; maintains daily logs of contacts or inspections for code enforcement cases; enters and retrieves information from records systems;
- Reads building plans; checks for grade quality of materials used in construction; assists and coordinates plan review with other City departments or divisions, consultants, and outside agencies;
- Meets and coordinates with special inspectors, as required, to ensure the quality of inspections; researches products and reports for compliance of alternatives or substitute products;
- May appear in administrative hearings and in court as an expert witness;
- Communicates clearly and concisely, both verbally and in writing;
- Provides assistance at the public counter as needed;
- Explains City and departmental policies to staff and public;

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(Continued)

- Operates a variety of standard office equipment and machines which may include but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, etc.;
- Responds to and resolves difficult and sensitive citizen inquiries and complaints;
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Building practices and terminology;
- Pertinent Federal, State, and local laws, codes and regulations including the Uniform Building, Plumbing, and Mechanical Codes, and the National Electrical Code;
- Construction safety laws, requirements, and practices;
- Legal procedures involved in the enforcement of building codes;
- Plan checking principles and practices;
- National Pollutant Discharge Elimination System (NDPES) requirements, programs, and compliance;
- Modern office procedures, methods, and equipment including computers;
- Computer applications such as word processing, spreadsheets, and statistical databases;
- Good customer service practices.

Ability to:

- Read and interpret building and engineering plans and specifications;
- Analyze, interpret, apply and enforce regulations and policies;
- Deal calmly, politely and effectively with citizens, contractors, and construction site personnel;
- Enforce building codes while not arousing undue hostility;
- Operate a vehicle, observing legal and defensive driving practices;
- Communicate clearly and concisely, both orally and in writing;
- Understand and carry out verbal and written instructions;
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

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Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Graduation from high school, or attainment of GED or CHSPE certificate.
- College level work in civil engineering, architecture, or related fields may be substituted for building construction experience on a year-for-year basis up to a maximum of two (2) years for trade or construction work.
- Two (2) years of college course work in a related field may be substituted for a maximum of one (1) year of building inspection experience.

Experience:

- Three (3) years of experience as a journey level, lead person or superintendent in building construction work; or two (2) years of building inspection experience for a public agency; or equivalent combination of training and experience which provides the required knowledge, skills and abilities.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.
- ICBO/ICC certification as a Building Inspector or Combination Building Inspector within six (6) months of appointment and is a condition of continued employment.
- Certificate of Building Inspection Technology from an accredited college is highly desirable.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position including a full background check.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.