

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	Building Inspector I	Department :	Building
Reports to:	Chief Building Inspector	FLSA Classification :	Non-Exempt
Career Ladder:	Building Inspector II	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to Performs rule specific inspection activities in the review of plans and inspections of new building projects, alterations, and repairs, to enforce a variety of codes, ordinances, and established standards to achieve compliance, and to perform other duties and responsibilities as required.

CLASS CHARACTERISTICS:

This is the entry level in the Building Inspector series. Positions assigned to this class have a basic knowledge of the various codes, ordinances, and state laws used in building inspection. Assignments are performed within the procedural framework established by a higher level employee. However, as experience is acquired, the employee performs with increasing responsibility

ESSENTIAL RESPONSIBILITIES:

Performs field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of the City, County, State and federal agencies under the direction and guidance of the Chief Building Inspector

Performs complex inspection duties in trade specialties such as plumbing, electrical and mechanical, structural and finish trade areas

Check routine plans and issue permits for work to be performed.

Inspect foundation, cement, framing, plastering, plumbing, heating and electrical installations, and a large variety of other routine building system elements.

Check stud, joist, rafter spacing and other structural member factors.

Examine grade, quality, and treatment of lumber, cement, lath, wire and composition.

Coordinate inspection activities with other City departments and divisions.

Conduct field review of plans and specifications.

Ascertain conformance to Uniform Building Code, Uniform Plumbing and Mechanical Code, National Electrical Code, and pertinent provisions of State and County health and environmental ordinances.

Confer with architects, contractors, builders and the general public in the field and office.

Receive and investigate complaints on industrial, commercial, and residential conditions, health hazards and safety hazards.

Explain and interpret requirements and restrictions.

Produce clear, precise correction notices pursuant to job site field inspections; keep records and prepare reports.

Performs related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of –Accepted safety standards and methods of building construction; Building construction principles and practices, including familiarity with carpentry, plumbing, mechanical and electrical trades

Skilled in - Building code interpretation; Customer Service

Ability to -Learn building related codes and ordinances enforceable by the City, specifically the Uniform Building Code; Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices; Learn to perform journey level inspection skills in a variety of specialty trade areas; Learn to perform competent and efficient work as a combination building inspector. Read and interpret routine building plans and specifications; Advise on standard construction methods and requirements; Make mathematic computations rapidly and accurately; Communicate clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with those contacted in the course of work; Enforce necessary regulations with firmness and tact.

Licenses and Certificates – Possession of a valid California Driver’s License and the ability to obtain a Building Inspectors certification within one year of being appoint to this category

Physical Abilities and Work Environment – Work is performed mostly outdoors. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Must be able to climb ladders and walk on structures under construction.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Experience: Four years of experience in the building construction field as a contractor, plumber, electrician, carpenter or related craftsperson.

Education - Graduation from High School Building inspection technology or ICBO courses

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date