

BUILDING INSPECTOR AND CODE ENFORCEMENT OFFICER I/II

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

DEFINITION

Under general direction of the Chief Building Official, reviews plans, and inspects the construction or remodel of residential and commercial buildings; enforces applicable State and County codes and City ordinances; provides inspection support for various Public Works activities; assists in the construction, maintenance and improvements of City buildings and facilities; performs other related work as required.

CLASS CHARACTERISTICS

Level I

This class represents the entry level class of the Building Inspector and Code Enforcement series that allows the incumbent to develop journey level knowledge and abilities. It is a generalist class with responsibilities in all phases of building activity; incumbents work with considerable independence in the conduct of their inspections. A high degree of skill in communication and public relations is required to convey the provisions of applicable codes to a broad cross section of the public and to the construction industry. Building Inspectors, while working as generalists, also function as a specialist to advise other members of the staff in terms of the various technical areas of construction.

Level II

This class represents the journey level of the Building Inspector and Code Enforcement series in which incumbents are responsible for performing the full scope of assigned duties. Incumbents are considered skilled in making inspections, performing plan checks and enforcing codes and regulations on a broad range of building and related codes. The work requires independence and discretion in both field inspections and plan checks.

EXAMPLES OF DUTIES

Duties *may include*, but *are not* limited to, the following:

- Perform as a team member in carrying out program tasks of the Building Division.
- Set up inspection schedule and route and travel to field sites.
- Approve work done or note corrections to be made; prepare correction letters and inspection reports.
- Interpret and explain applicable building codes, division policies and procedures to the public.
- Assist the public at the counter, by email, and/or by phone in the processing of permits and applications.
- Provide technical assistance to others within the City Departments as needed.
- Maintain files, retrieve permit information, issue permits, and conduct research.

- Assist the Public Works Department in inspecting roadways to determine compliance with City policies and/or work contracts.
- Assist in the construction, maintenance and improvements of City buildings and facilities.
- Assist Chief Building Official in maintaining the City's safety program, safety meetings and Cal/OSHA requirements.
- Perform plan checks as assigned on residential and commercial buildings prior to permit issuance.
- Perform zoning inspections.
- Inspect buildings and structures to confirm that construction, alteration, or equipment installation work is performed in a safe manner, in compliance with provisions of applicable codes and ordinances, and in accordance with the approved plans and specifications.
- Respond to public inquiries regarding complaints and conduct field investigations in response to complaints of possible code violations.
- Prepare and send Code Enforcement letters to tenants, owners, and contractors and carry cases through prosecution in situations of non-compliance; compile complete evidence files and exhibits. Testify in court proceedings as necessary.
- Perform follow-up investigations to see that remedial action has been taken.
- Confer and coordinate with other agencies and the City attorney on investigation and disposition of nuisance housing, zoning, building, sanitation, and other code violations.
- Assist with completing grant applications and administering grant-funded housing and community development projects (including but not limited to, housing, buildings, parks, streets, water, sewer, any other infrastructure, and grant reporting) as directed.
- Prepare staff and technical reports as directed.
- Build and maintain positive working relationships with co-workers, other agencies and the public using principles of good customer service.
- Draft recommendations to the Building Official for changes in Building Department related policies. Make recommendations or take appropriate action.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods used in the enforcement of a variety of codes and regulations.
- Principles and practices of building design, construction, and inspection.
- Federal, State, and local building and associated codes – Specifically California, Title 24; Pats -12, Live Oak Municipal Code, and various State and County codes.
- Research methods and resources of information related to building and code enforcement.
- Arithmetic and basic mathematics.
- English usage, spelling, grammar, and punctuation.
- Report writing and basic computer applications relevant to the position.
- Clear and legible handwriting.

- Excellent communication skills verbal, electronic and handwritten.

Ability to:

- On a continuous basis, know and understand all aspects of the job. Regular training and continuing education are vital to the position. Keep informed of new and changing technology relevant to the position.
- Inspect and analyze a variety of buildings and properties and identify code violations and substandard materials and workmanship. Appropriately apply codes and regulations to varying situations. Conduct and document multiple inspections while maintaining accurate and separate records for each inspection.
- Compile technical information on nuisance investigations and code violations and apply investigate techniques to ensure compliance with appropriate codes and ordinances.
- Understand and interpret applicable codes and ordinances.
- Read and interpret maps, sketches, drawings, specifications, and technical manuals.
- Perform inspections, ascertain facts, and detect deviations from approved plans and specifications. Work fairly and courteously with the public and work effectively with interruption.
- Effectively deal with angry and non-cooperative people.
- Enforce regulations firmly, tactfully, and impartially.
- Establish and maintain effective working relationships with other employees, departments, and outside agencies.
- Communicate effectively and clearly both orally and in writing.
- Facilitate appropriate corrective action from property owners regarding violations.

LICENSURE OR CERTIFICATION

Level I (Pursuant to Health and Safety Code, Section 18949.25-18949.31)

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of a current International Code Council (ICC) certification as either a Commercial Building Inspector, Residential Building Inspector, Building Plans Examiner, OR Residential Plans Examiner within one (1) year of appointment.
- Possession of, or ability to obtain, a CACEO (California Association of Code Enforcement) certification within the first eighteen months of appointment.
- May be required to obtain and maintain Disaster Response Certification.
- Employees hired into this classification must file statements of economic interest with the City Clerk.

Level II (Pursuant to Health and Safety Code, Section 18949.25-18949.31)

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of a current International Code Council (ICC) certification as either a Commercial Building Inspector, Residential Building Inspector, Building Plans Examiner, OR Residential Plans Examiner.

- Possession of a current specialized ICC certifications related to building inspection or plans review are desirable.
- Possession of a current CACEO (California Association of Code Enforcement) certification.
- May be required to obtain and maintain Disaster Response Certification.
- Employees hired into this classification must file statements of economic interest with the City Clerk.

EXPERIENCE AND TRAINING

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

Experience:

Level I

- Two (2) years of progressively responsible building construction experience.
- Three (3) years of relevant experience that includes heavy public contact and the performance of code enforcement activities, and a high school diploma or equivalent.
- Possession of a bachelor's degree in planning, construction technology or a related field may be substituted for three (3) years of the required experience.

Level II

- In addition to the above, one year of experience equivalent to that of a Building Inspector/Code Enforcement Officer I in the City of Live Oak.

Training:

Equivalent to completion of 21 college units from an accredited college or university with course work in building inspection, construction, or a closely related field. May be substituted for one (1) year of experience.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Employee will be required to sit at a desk for long periods of time; stand at the counter to answer questions of the public; intermittently walk, stand, kneel, climb, crawl, and bend in the field; perform grasping, pushing, pulling and fine manipulation; write and use a keyboard to communicate, and occasionally lift moderate weight.

Some additional physical demands are to be able to walk on uneven ground or 1 ½" joist and narrow beams, walk on roofs, climb scaffolds and ladders, crawl in confined areas 12-inches high, and crawl in attics in the summer. Employee will regularly be subject to varying weather conditions while walking outdoors on a construction site, this may include rain, wind, cold, heat, and direct sun.