

CITY OF COVINA

GENERAL BUILDING INSPECTOR I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the General Building Inspector series, including inspecting buildings, structures and public works projects during all phases of construction; determines compliance with the California Building Codes Standards, including structural, plumbing, electrical, mechanical, health and safety, zoning and other City ordinances, regulations and State codes; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

General Building Inspector I

The **General Building Inspector I** is the entry level class in the General Building Inspector series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents review permit applications, issue permits, and perform inspections of a more routine nature while learning City policies and specific methods and techniques of inspection work. This classification is alternatively staffed with General Building Inspector II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

General Building Inspector II

The **General Building Inspector II** is the journey level class responsible for performing the full scope of assigned duties. Incumbents are considered skilled in making inspections, performing basic plan checks, issuing permits, and enforcing codes and regulations in a broad range of building and construction related codes. The work requires independence and discretion in both field inspections, permit issuance, and plan checks. This classification is distinguished from the next higher classification of Senior General Building Inspector, in that the latter performs the more complex duties and provides lead direction.

SUPERVISION RECEIVED/EXERCISED:

General Building Inspector I

Receives immediate supervision from the Building Official. Incumbents in this class do not routinely exercise supervision.

General Building Inspector II

Receives general supervision from the Building Official. May exercise functional and technical supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs the full array of duties assigned to classes in the Building Inspector series, including office and fieldwork involving inspection, plan review, code enforcement, and permit issuance.
- Ensures compliance with applicable laws, ordinances and codes (including, but not limited to, building, accessibility, roofing, plumbing, mechanical, electrical, and energy codes) to ensure the health, safety and welfare of the public; checks building plans and specifications for compliance with various codes; keeps informed of changes and new legislation pertaining to building codes and related regulations; issues standard construction and occupancy permits and approves final inspection certificates.
- Conducts periodic residential, commercial, and industrial field inspections before, during, and after construction, remodeling or repair; ensures compliance with building and construction related codes and regulations; ensures projects and facilities comply with and are maintained to meet National Pollutant Discharge Elimination System (NPDES) during and after development ; verifies compliance with the City's industrial waste and FOG (Fats, Oils, and Grease) program through plan check, permit application review, and field inspections; 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, firewalls, masonry, electrical, heating and air conditioning systems, plumbing and other construction work; makes final inspections to clear permits.
- Interprets codes and regulations; explains required inspections and construction requirements to owners, architects, engineers, contractors and the public; advises owners on matters related to building permits; investigates and resolves building and related complaints; maintains records and files of inspections made and actions taken on a database.
- Issues vacate and stop work orders and correction notices; turns notices over to Neighborhood Preservation for follow-up; assists Neighborhood Preservation Officers in performing their inspections.
- Assists the public at the front counter and over the phone; reviews permit applications for accuracy including verifying active contractor licensing, insurance, and indemnity clauses; issues permits; receives, verifies, and routes complex plan submittals; performs basic plan checks at the counter; responds to complaints; reviews permit records for the public and real estate agents.
- Responds to emergency calls as required, including fire damaged buildings and sewer spills; attends staff meetings and pre-construction meetings. Competent knowledge and understanding of emergency building triage systems (e.g. ATC or FEMA).
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work

and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, operate in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **General Building Inspector I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

General Building Inspector I

Two years of journey level building construction experience with knowledge of drafting, woodworking, electronics, or metal trades, and a high school diploma or equivalent. Some college level course work is desirable.

General Building Inspector II

In addition to the above, one year as a General Building Inspector I with the City of Covina, or two years of equivalent experience supplemented by college level course work. Graduation from a junior college in construction technology, architecture, or engineering is desired.

License/Certificate:

General Building Inspector I

Possession of, or the ability to obtain, a valid California Class C driver's license and a safe driving record. Possession of an International Code Council (ICC) Building Inspection certificate within one year of appointment is required.

General Building Inspector II

Possession of, or ability to obtain, a valid class C California driver's license. Possession of an International Code Council (ICC) Building Inspection certificate is required. A current ICC Commercial or Residential Plumbing, Mechanical, or Electrical certificate is/are desired.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Principles, practices and methods used in various building construction areas, including plumbing, electrical and mechanical; operational characteristics and use of standard equipment used in building inspection and the building trades; proper inspecting methods; building and

construction standards and materials; testing procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including construction code manuals and specifications; ensures projects and facilities comply with and are maintained to meet National Pollutant Discharge Elimination System (NPDES) during and after development; thorough knowledge and understanding of industrial waste, FOG (Fats, Oils, and Grease) programs, and best management practices; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; and occupational hazards and standard safety procedures.

Ability to:

Apply policies, procedures, codes and regulations pertaining to building inspection; plan and prioritize daily inspections; read and interpret maps, sketches, plans, drawings, specifications, and technical manuals; maintain International Code Council (ICC) certification through continuing education programs; ensure plans and construction are in compliance; keep accurate records; be on-call in case of emergencies; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; perform mathematical calculations quickly and accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and variety of word processing and software applications; experience accessing, inputting, and navigating permit and inspection software systems; operate tools used during field inspections.