

## CITY OF MADERA

### COMBINATION BUILDING INSPECTOR

*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 direction; performs skilled inspection work in the enforcement of building, zoning, mechanical, plumbing, electrical, housing and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; assists in the review of building plans and zoning codes and laws; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Combination Building Inspector** is the journey level class responsible for performing the full scope of assigned duties. Incumbents are considered combination inspectors, skilled in making inspections, performing plan checks and enforcing codes and regulations in a broad range of building and related codes. The work requires independence and discretion in both field inspections and plan checks. This classification differs from the classification of Chief Building Official in that the latter is responsible for overall management of the Building Inspection Division.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Chief Building Official. May exercise technical and functional supervision over office support staff, if assigned.

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

- Reviews plans and specifications for buildings and related construction involving installation, repair, replacement and alteration for compliance with applicable codes and regulations; issues building, mechanical, plumbing and electrical permits; inspects sites and buildings before construction or alteration to determine compliance with regulations; inspects during construction for compliance with Uniform Codes (U.B.C., U.M.C., U.F.C., U.P.C. and N.E.C.) and municipal codes to ensure the health, safety and welfare of the public; issues certificates of occupancy.
- 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; maintains records and files of inspections made and actions taken.
- Conducts field inspections to check for zoning compliance; conducts inspections of existing buildings to determine hazardous conditions; looks for construction or alterations being performed without proper building permits.
- Inspects the quality of materials and the methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing and plastering, tile work, masonry, electrical, plumbing and other construction work.

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- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling 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, and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors 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, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

**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 **Combination Building Inspector**. A typical way of obtaining the required qualifications is to possess three years of experience in the building trades and a high school diploma or equivalent. Successful completion of sixty accredited units in construction technology, or related field and possession of the I.C.B.O. Building Inspection certificate may be substituted for the required experience.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license. Incumbents must possess an I.C.B.O. Building Inspection certificate within two years of appointment. Incumbents must also possess a certification in Building and Safety Code Administration within three years of appointment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

#### **Knowledge of:**

Principles, practices and methods used in various building construction areas, including plumbing, electrical and mechanical; applicable federal, state and local laws, codes and regulations including laws, ordinances and codes related to building construction and zoning; operational characteristics and use of standard equipment used in building inspection and the building trades; occupational hazards and standard safety procedures.

#### **Ability to:**

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Apply policies, procedures, codes and regulations pertaining to building inspection; read and interpret complex plans and specifications; exercise sound, independent judgment; interpret and apply applicable laws, codes and regulations; maintain I.C.B.O. certification through continuing education programs; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Safely and effectively operate tools and equipment used in building inspection and the building trades.