



BUILDING/CODE COMPLIANCE INSPECTOR

Bargaining Unit: SEIU
FLSA Status: Non-Exempt

DEFINITION

Under the supervision of the Building/Code Compliance Coordinator and the Chief Building Official/Senior Plans Examiner, the Building/Code Compliance Inspector performs work in the areas of building, electrical, mechanical, plumbing, energy, green, zoning, and residential fire protection inspections; various aspects of code enforcement; and other duties as assigned.

CLASS CHARACTERISTICS

This is the journey-level, professional class that is expected to read plans, make code interpretations, have comprehensive knowledge of construction materials and techniques, and be able to perform field inspections (both Building and Code Enforcement) on their own.

This position is distinguished from the next higher class of Senior Building/Code Compliance Inspector by the latter providing training, technical advice, and lead assistance to incumbent inspectors. The Building/Code Compliance Inspector is further distinguished from the lower level of Building/Code Compliance Trainee in that the latter is the entry-level class, and is in training, learning the full scope of the assigned duties and responsibilities.

EXAMPLES OF DUTIES (illustrative only)

Duties may include, but are not limited to:

- Inspecting residential, commercial, and industrial occupancies for compliance with building, electrical, mechanical, plumbing, energy, green, zoning and fire protection codes and standards.
- Recommending solutions or corrective actions to problems and taking follow up actions to ensure discrepancies are corrected.
- Performing various functions related to code enforcement (e.g., inspections, noticing, follow-up with owners, and research).
- Communicating effectively, both orally and in writing, to a wide variety of audiences.
- Writing reports and preparing correspondence pertaining to assigned duties.
- Keeping pertinent records.
- Utilizing personal computers to access the permitting system, GIS (geographic information system, various other software applications, and perform word processing functions.
- Consulting with architects, engineers, contractors, business owners, and

homeowners.

- Using appropriate safety practices.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS

Education:

Graduation from high school or possession of an acceptable equivalency certificate, such as the General Education Development (GED) certificate.

AND

Experience:

One (1) year of experience in performing building and/or fire inspection and enforcement activities.

Three (3) years of journey-level experience in one of the building/construction trades (e.g., plumbing, electrical, licensed general contracting, etc.) is highly desirable.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge Of:

- Accepted construction and fire prevention methods and practices.
- Construction material and usage.
- Building, electrical, mechanical, plumbing, energy, green, and fire code requirements.
- Personal computer operating systems and software.
- Safety practices.

Ability To:

- Read and interpret construction plans, specifications, and calculations.
- Apply building, electrical, mechanical, plumbing, energy, green, and fire codes.
- Communicate effectively both orally and in writing to a wide variety of audiences.
- Work independently.
- Stay organized and manage time well.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Utilize personal computers and computer software to perform word processing functions.
- Exercise initiative and sound independent judgment within established guidelines.
- Keep accurate, up-to-date records.

LICENSES AND CERTIFICATES:

- Current International Code Council (ICC) Certification as a Residential Building Inspector or Commercial Building Inspector at the time of hire, and one additional specialty inspector certificate (e.g., electrical, mechanical, or plumbing) is required within one year from date of hire.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Travel: Positions in this class may require local and statewide travel as necessary.