



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

BUILDING/CODE COMPLIANCE INSPECTOR – TRAINEE

DEFINITION

This is a trainee position, under direct supervision of the Chief Building Official, to perform routine and technical work at the public counter of the Building Division; to perform field inspection work as assigned; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a trainee position in which incumbent is introduced to the field of building inspection by performing related work in building inspection. Initially, work is performed under direct supervision of the Chief Building Official; however, incumbent is expected to become increasingly more knowledgeable and progressively able to make independent field inspections, informed judgments on code interpretation, and read blueprints. This position differs from the position of Building/Code Compliance Inspector in that the latter position consists of full journey person level inspector with a sound working knowledge of a variety of trades and related codes and ordinances.

EXAMPLES OF DUTIES

- Performs preliminary review of plans, blueprints, and/or permit applications for building construction to assure conformity with codes, ordinances, and regulations governing construction; refers plans to the Planning Department or Building Inspectors as needed.
- Issues permits for building construction and fire suppression work, computing all applicable plan check, permit, and special assessment fees.
- Answers inquiries and complaints from the public relating to regulations of building construction, remodeling, and repair, including structural, plumbing, mechanical and electrical; provides information on departmental policies and functions.
- Prepares computerized reports and spreadsheets; enters and retrieves computerized information from various software programs; maintains several tracking systems and traces departments for various building-related transmittals.
- Arranges for adjustments of complaints and refers problems needing follow-up to the Chief Building Official; maintains Division records and permit files.
- Works closely with other departmental personnel in referring plans for field checks and consultations on code interpretations or construction problems; assists in field inspections as assigned.
- May participate in Department training programs and related training activities.

BUILDING/CODE COMPLIANCE INSPECTOR – TRAINEE

MINIMUM QUALIFICATIONS

Education and Experience:

Education equivalent to completion of the twelfth grade plus one year of full-time paid employment (or the equivalent) in a responsible position involving extensive public contact. Extensive experience answering telephone and personal inquiries. Experience must be in a field related to building construction and inspection, or applicant must demonstrate a previous substantial exposure or interest in the building/code compliance field through course work or other activities.

(**Note:** Attendance at a college or university with major course work in engineering, architecture, or building inspection or a closely related field may be substituted on a year-for-year basis for all or part of the experience required).

Knowledge and Abilities:

- Knowledge of general office procedures.
- Knowledge of terminology used in building construction and common building construction materials used.
- Knowledge of construction standards required by codes and ordinances; zoning codes; and software programs to generate statistical reports and spreadsheets.
- Speak and deal tactfully and effectively with a variety of individuals.
- Operate on-line computers; to read and interpret building code/compliance material.
- Follow-up and complete assignments undertaken in a timely manner; learn the field of building inspection; use legal references; perform mathematical computations; be detail oriented.
- Make sound judgments and conclusions from studying facts; learn to read blueprints.

PHYSICAL AND OTHER REQUIREMENTS:

Be in good physical condition; possession of a valid Class III California Driver's License with a satisfactory driver's record.

ADVANCEMENT TO BUILDING CODE/COMPLIANCE INSPECTOR

The Building/Code Compliance Inspector – Trainee will be evaluated at six (6) month intervals. When the incumbent has demonstrated skills and abilities equal to those required of the Building/Code Compliance Inspector, passed required building courses code courses from an accredited college, and acquired ICBO certification as a Building Inspector, the trainee may be promoted to Building/Code Compliance Inspector.