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## COMMUNITY DEVELOPMENT INSPECTOR I-II

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### **DEFINITION**

Under general supervision, enforces the Municipal, Building, Fire, and Public Works Codes and Engineering projects; prepares permit documentation for residential, commercial and industrial projects within the Community Development Division; performs related duties as required.

### **SUPERVISION EXERCISED**

None as a COMMUNITY DEVELOPMENT INSPECTOR I-II.

The SR. COMMUNITY DEVELOPMENT INSPECTOR provides general supervision. After a brief orientation, an incumbent is expected to work independently in the completion of assigned tasks working within policies and guidelines.

### **EXAMPLES OF ESSENTIAL JOB DUTIES**

Essential job duties may include but are not limited to:

#### **Engineering:**

Review, prioritize, organize and create delineation of subsurface facilities including but not limited to sewer, storm drain and traffic signal systems.

Insure work performed in the public rights of way conforms to construction and permit conditions and standards, policies and Federal, State and local laws and ordinances.

Inspect, approve or deny public and private improvements including but not limited to grading, underground utilities, curbs, gutters, sidewalks, asphalt and concrete paving and structures; issue permits and notices of correction; recommend corrective actions to the SR. COMMUNITY DEVELOPMENT INSPECTOR.

Serve as liaison to developers, architects, engineers, contractors and the public providing information and assistance; interpret and explain ordinances, policies and procedures.

Take samples for laboratory testing, interpret test results and insure compliance with test reports.

Maintain logs, records and reports; prepare correspondence to contractors, outside agencies, consultants, homeowners and staff.

**Fire:**

Perform technical fire safety inspections of industrial, commercial and residential properties to determine compliance with state and local fire and building codes.

Use computer data systems to collect, analyze trends, and report on the effectiveness of the fire inspection program.

Perform miscellaneous inspections (i.e. sprinkler systems, fire alarms, and special extinguishing systems) as assigned. Recommends alternate methods and materials when appropriate.

Prepare letters, memos, inspection records and technical reports.

Monitor commercial and industrial use of hazardous substances through permits and inspections, and makes recommendations to the SR.  
COMMUNITY DEVELOPMENT INSPECTOR.

Assists in plan check duties as required.

**Building:**

Inspect residential dwellings and commercial and industrial buildings during various stages of construction or remodeling to ensure compliance with applicable codes, including plumbing, mechanical, electrical, grading, landscape, paving, private sewer, irrigation and drainage; conduct and sign off on final inspections and issue certificates of occupancy.

Inspect foundation, concrete, steel, masonry and wood construction, framing, plastering, plumbing, heating and electrical installations and other complex building system components.

Examine plans and specifications for new construction, additions, remodels or alternations of residential dwellings and commercial and industrial buildings, including site and general plan examination.

Inspect existing buildings for change of use or occupancy to ensure compliance with applicable codes and ordinances.

Perform inspections on public works projects including grading, curb and

gutter, storm drain, sidewalk and street paving.

Investigate reports/complaints of possible code violations, document found violations with photographs and written reports and conduct follow-up inspections to ensure compliance.

Issue and deliver notices, warnings, citations and compliance orders to violators.

Compute valuation and fees from schedules; provide fee information to architects, engineers, developers, homeowners and others in the building/construction trades.

Develop and maintain case files.

Research ownership documents and legal property descriptions.

Coordinate communications with complaints, violators, attorneys and related agencies.

Compile information and data for monthly reports.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITY AND SKILLS**

Knowledge of:

#### **Engineering:**

Inspection and permit methods, techniques, principles and concepts.

Engineering, traffic, public works construction and inspection principles and concepts.

Principles and concepts of design and inspection.

Surveying equipment, methods and techniques.

Permit filling and approval procedures.

**Fire:**

Local, state and federal laws, codes and ordinances pertaining to fire safety, prevention and enforcement, including California Health and Safety Code, CCR Titles 19 and 24, California Building Code, California Fire Code, NFPA Standards and Codes and fire inspections and educational methods used in fire prevention; public relations techniques; and appropriate safety precautions and procedures.

**Building:**

City, State and International codes, policies, rules and regulations pertaining to building, electrical, plumbing and mechanical installations.

Principles and techniques of public works construction, building inspection and plans examination.

Standard office procedures, methods, computer and radio equipment.

Basic mathematical calculations.

Techniques used in dealing with the public and customer service.

**Ability and Skill to:**

**Engineering:**

Evaluate construction projects and detect faulty materials and workmanship.

Read and interpret codes, standards, details, plans, specifications and regulations.

Coordinate and monitor work of multiple contractors, utility companies and consultants.

Prepare reports and maintain engineering and construction records.

Compile and maintain project files and logs.

Plan and organize work to meet scheduling and timelines.

**Fire:**

Perform inspections and detect violations of applicable codes and regulations

Read and interpret codes, regulations, technical reports, building plans, parcels and maps.

Establish and maintain credibility and effective working relationships with City employees and the public

Use good judgment within the scope of assigned authority.

Communicate clearly and concisely, both orally and in writing.

**Building:**

Compile and maintain case files and logs.

Read, interpret and enforce city and state codes and ordinances and read and interpret manuals, drawings, specifications, layouts, blueprints and schematics.

Operate a motor vehicle safely.

Observe and retain details and incidents accurately.

Follow oral and written directions.

Maintain appropriate professional demeanor when dealing with irate members of the public.

Use photographic equipment.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

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

**Community Development Inspector I:** Two (2) years' experience in construction trades & inspection.

**Community Development Inspector II:** Five (5) years' experience in construction trades & inspection.

### **LICENSE OR CERTIFICATE**

Required licenses / certificates include the following:

#### **Community Development Inspector I:**

Valid Class C California driver's license and good driving record.

Possess Residential Building Inspectors License through International Code Council.

Must possess and maintain PC 832 certification within 1 year of appointment.

Must possess CA State Fire Marshal Fire Prevention 1A, 1B, 1C, 1D certification within 1 year of appointment.

Must possess CA Hazardous Materials First Responder Awareness Level certification within 1 year of appointment

#### **Community Development Inspector II:** In addition to above,

Possess Commercial Building Inspector License through International Code Council.

Possess Fire Inspector 1 Certificate through the California State Fire Marshal's Office.

Certification from the American Public Works Association as a public infrastructure Inspector is highly desirable.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Ability to operate computer, calculator, telephone, portable radio, and copying machine.

Ability to understand and respond to the public's and staff's request for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for 4 hours at a time.

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet.

Ability to lift up to 25 pounds.

Ability to climb a ladder, stoop, bend, reach, twist, squat, grasp, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business.

Ability to deal with irate members of the public.