

CITY OF HEMET

Class Code: 3309
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Date Adopted: 01/10/2006
Date Last Revised: New Class

BUILDING INSPECTOR TRAINEE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direct supervision, learns to perform and performs the full array of duties assigned to classes in the Building Inspector series, including office and field work involving inspection, code enforcement and permit issuance; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The **Building Inspector Trainee** is the trainee level class in the Building Inspector series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents learn to perform inspections of a more routine nature and learn City policies and specific methods and techniques of inspection work.

SUPERVISION RECEIVED/EXERCISED

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

ESSENTIAL FUNCTIONS

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 field work involving inspection, code enforcement and permit issuance.
- Ensures compliance with applicable laws, ordinances and codes (including, but not limited to, building, 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 and commercial field inspections before and during construction, remodeling or repair; ensures compliance with building and related codes and regulations; 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; inspects building for proper disability access to ensure conformance with Americans with Disabilities Act requirements; 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 over to Code Enforcement for follow-up; assists Code Enforcement in performing their inspections.
- Inspects mobile homes under Title 25.
- Conducts inspections of existing buildings to determine hazardous conditions; looks for construction or alterations being performed without proper building permits.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the 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; 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; 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 I.C.B.O. certification through continuing education programs; keep accurate records; 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.

QUALIFICATIONS GUIDELINES

Equivalent to graduation from high school. No experience is required.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of a valid California Class C driver's license and a safe driving record. Possession of an I.C.B.O. Building Inspection certificate within two years of appointment is required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking on level 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.