

BUILDING INSPECTOR II/CODE ENFORCEMENT OFFICER**DEFINITION:**

Under general supervision, administers and enforces the California Building Code and all City ordinances regulating construction activity; performs a combination of residential and commercial building inspections and non-structural plan checks; Supports Building counter and provides a variety of information to property owners, developers, architects, engineers and contractors related to construction activity and City ordinances; administers the City's code enforcement program, including the identification, investigation and correction of violations of the City's municipal, building, zoning, occupancy, signage, and housing codes, as well as State Health and Safety Codes; investigates citizen complaints of public nuisance and seeks voluntary compliance or issues Notice of Violations, citations and initiates abatement procedures as necessary; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Building Inspector II/Code Enforcement Officer** is a single-incumbent represented classification; the classification is distinguished from the Building Inspector I/II class by its emphasis on broad municipal code enforcement duties in addition to building inspector duties that include non-structural plan check review and residential and commercial building inspections. Due to the code enforcement aspect of the position, this position is susceptible to a flex work week that includes working weekends.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Community Development Director and Building Official. Exercises indirect supervision over support function personnel.

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

- Inspects new and existing residential properties for conformance to codes, regulations, plans, specifications and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, life safety and other functional elements.
- Performs non-structural plan check review for completeness, accuracy and code compliance.
- Makes final inspections and issues certificates of occupancy.
- Provides information regarding building ordinances, procedures and requirements to homeowners, developers and contractors in person, over the telephone, and via email.
- Supports the Building counter as needed.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; resolves complaints and problems.

- Responds to citizen complaints regarding code violations, investigates and resolves problems, initiates abatement of dangerous properties and vector control issues.
- Conducts regular field checks and patrols by vehicle or walking onsite to discover possible violations of City codes and ordinances.
- Administers annual palm tree abatement and vacant lot sealing programs. .
- Performs inspections in response to noise complaints and construction hour violations.
- Performs weekend sign abatement and other duties as needed.
- Completes and maintains accurate records and files.
- Performs other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, and driving in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal services. The need to lift, draft and push files, paper and documents weighing up to 25 pounds also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

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 **Building Inspector II/Code Enforcement Officer**. A typical way of obtaining the required qualifications is to possess equivalent to graduation from high school plus:

- One year experience in plan checking and/or enforcement of building codes with a public agency equivalent to the Building Inspector I; OR, two years as a general contractor in residential construction; OR, three years of journey-level experience in the building trades; AND
- Two years of experience in the enforcement of zoning code laws and building codes with a public agency; OR, completion of college-level coursework in law enforcement, building inspection or a field related to the work may be substituted on a year-for-year basis to a maximum of the two years necessary experience.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Must possess or obtain prior to completion of the probationary period both:

- At least one I.C.B.O building inspection certification or equivalent, AND
- A California PC832 certificate.

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

Knowledge of:

Building, plumbing, electrical, mechanical, life safety, energy and related codes. Construction methods, materials, tools and equipment used for current residential, commercial and industrial construction. Practices of documenting inspections, correcting violations, and carrying through on court procedures. Applicable codes, ordinances, regulations, and applicable safety standards. Basic requirements of zoning, building and related codes, ordinances and regulations. Techniques for dealing with and solving problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the phone.

Skills to:

Explain various and complex codes and regulations to property owners, residents, developers, engineers, architects, and others. Interpret and apply complex laws, codes, regulations and ordinances. Prepare clear and concise reports, correspondence and other written materials. Organize and prioritize work to meet critical deadlines, be responsive to customer needs, and develop internal organizational capacity. Establish and maintain effective working relationships with those contacted in the course of work. Use tact, initiative, and independent judgment within established procedural guidelines.

Ability to:

Research, interpret, explain, and apply applicable codes, ordinances, and regulations related to building code, zoning, nuisance abatement, and health and safety issues. Communicate effectively, both orally and in writing. Work collaboratively with other departments, outside agencies, and the general public. Exercise sound independent judgment and discretion within established guidelines. Develop and accurately maintain a variety of work records and documents including complete case files, logs, reports, and memoranda. Operate computers and a variety of software and database applications. Work independently in the absence of supervision.