



Established: July 2023

FLSA: Non-Exempt

BUILDING INSPECTOR /NEIGHBORHOOD PRESERVATION OFFICER I/II

DEFINITION

Under general supervision, performs routine to complex inspections at various stages of construction, alterations, and repair of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, electrical, and environmental codes, and other governing laws and ordinances, including , grading, fire, and safety regulations; ensures conformance with approved plans, specifications, standards, permits, licensing, and safety standards; provides a variety of information to property owners, developers, architects, engineers, and contractors; In addition; the incumbent will perform technical and public contact duties related to the City's neighborhood preservation, residential safety, and code compliance programs, including the identification, investigation, and correction of violations of the City's municipal, zoning, housing, development, and signage codes; issuance of citations, and initiation of abatement activities related to violations; and verification of corrections made. Enters data and retrieving information from various computer systems for necessary duties; understanding diagrams, specifications, plans, and similar documents at a level necessary for efficient job performance; operating a personal computer and other electronic equipment, including field entry devices and cellular phones; effectively communicating verbally and in writing and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Building Official, or designee. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is a professional classification series and the duties do not require the physical arrest of persons or the use of a firearm.

Level I: This is an entry-level classification in the Building Official series. Employees in this class are expected to have journey-level experience in either Building Inspection or Neighborhood Preservation / Code Enforcement and exposure to and the aptitude and willingness to learn the other discipline. Employees perform with relative independence in their core discipline (Building Inspection or Neighborhood Preservation) and receive training and are provided specific instructions in the discipline they seek to learn. Incumbents new to the City also receive instruction in City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Incumbents are expected to be promoted to the Journey-level within one (1) to two (2) years of successful performance, acquiring any necessary certifications or licenses, and providing an allocated and budgeted position is available. Positions that are limited to duties of a more routine, repetitive nature may be permanently allocated at the I level.

Level II: This is the journey-level classification in the Building Official series. Incumbents work under general direction from the Chief Building Official and exercise an elevated level of discretion and independent judgment in performing the full range of routine to complex duties and are fully aware of and able to explain to others in plain language, the operating procedures and policies of the work unit. Work is normally

reviewed upon completion and for overall results.

Positions in this class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Addresses public safety in construction zones, performs field inspections, advises contractors of issues related to public safety, may assist Public Works with issuing stop work notices to contractors and private property owners for unpermitted work in the public right of way and on private property.
- Sets up and maintains inspection schedules and routes and optimal travel to field sites.
- Confers with legal, fire, public works, and other City staff regarding building, fire, life safety, zoning, and other building code interpretations and applications.
- Assist with the review of building plans for completeness, accuracy, and building code compliance for new construction, alterations, or remodeling of residential, commercial, and industrial structures; ensures compliance with applicable codes and accepted engineering practices.
- Reviews energy calculations to ensure compliance with State codes.
- Recommends and may assist in drafting simple revisions to City code enforcement policies, procedures, and standards.
- Posts stop-work orders in response to complaints about unpermitted work, or work not conforming to plans, specs, building codes, and ordinances. Provides information to violators, the general public, business community, and other government agencies regarding building, municipal, zoning, housing, development, and signage codes; laws; and ordinances.
- Responds to questions, complaints, and inquiries from the public, builders, architects, designers, City staff, by telephone and in person.
- Identifies, investigates, and corrects allegations of and violations of the City's municipal, zoning, housing, development, and signage codes.
- Investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations and initiates abatement procedures.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist. Review damaged buildings for safe occupancy after fires or other disasters.
- May assist Public Works with issuing notices of violation for illegal encroachments in the public right of way, works with the contractor or property owner to resolve the issue in a courteous manner; and may assist in inspections and documenting that an encroachment has been removed.
- Reviews plans and applications for building permit submittals; issues building permits; and issues certificates of occupancy.
- Schedule appointments with contractors for construction and/or alteration inspections at various phases of completion.
- Consults with the Chief Building Official, and City legal staff regarding legal aspects of building inspection and other matters; attends code interpretation meetings.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings; resolves complaints and problems.
- Conducts follow-up inspections to ensure compliance with code violations; establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearings and court proceedings, as necessary.
- Prepare and send Code Enforcement letters to tenants, owners, and contractors and carry cases through prosecution in situations of non-compliance; compile complete evidence files and exhibits. Testify in court proceedings as necessary.
- Prepares and maintains a variety of correspondence, reports, correction notices, and maintains records of inspections, citations, violation and actions taken.

- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public, as assigned by the Chief Building Official or designee.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions as needed or as assigned.
- Participates in recommending, developing, and administering codes policies, procedures, and projects to ensure efficient and effective code enforcement activities in compliance with City guidelines, standards, goals, and objectives.
- May serve as backup for other positions within the Building Division.
- Performs a variety of public relations and outreach work and other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles, practices, methods, materials, techniques, and safety standards of building construction, inspection, code violation, investigation, compliance and structural design for commercial, industrial, and residential buildings.
- Applicable state, federal, and local construction codes, zoning ordinances, and related codes.
- Basic principles and practices of engineering.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures governing the construction of assigned projects.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Practices for documenting inspections, correcting violations, and carrying through court procedures.

- Occupational hazards and standard safety practices necessary in the area of building inspection and construction and code compliance.
- Understanding of basic mathematical principles sufficient to successfully complete duties of the position.
- Record keeping principles and procedures, report preparation, filing methods, and records management techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- General office procedures, policies, and practices, as well as knowledge of computers and other general office equipment and associated software, and safe work rules and practices required by Cal OSHA.

Ability to:

- Interpret, apply, explain codes and regulations to property owners, and ensure compliance with applicable Federal, State, and local laws, regulations, policies and procedures, and departmental policies governing the construction and inspection of buildings.
- Review, understand, interpret, and analyze construction blueprints, plans, specifications, architect and engineering drawings, and maps for conformance with City standards and policies.
- Understand and explain occupational hazards and standard safety practices related to code compliance.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Coordinate and deal with contractors, engineers, and property owners, as well as investigate building code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials; maintain accurate and precise records.
- Able to find and apply fees accurately according to approved fee schedule.
- Make sound, independent decisions within established policy and procedural guidelines.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Must possess the ability and mobility to work in and assess the safety of a standard office and field operations in a variety of terrains and weather conditions.
- Ascend and descend ladders, stairs, and be fitted for a self-contained breathing apparatus as required by assignment.

Education and Experience:

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

Level I:

- Equivalent to graduation from the twelfth (12th) grade and technical training in code compliance or law enforcement and one (1) year of experience involved the interpretation of and explanation or enforcement of law and regulations.

- Two (2) years of journey- level experience in craft work in the building trades, or processing permit applications and enforcing various building and/or planning codes or reviewing plans for compliance with regulations and codes.
- College-level coursework in building inspection, engineering, architecture, construction technology, or a related field is preferred.

Level II:

- Equivalent to graduation from the twelfth (12th) grade supplemented by college-level coursework or technical training in construction technology, building inspection, or a related field, and three (3) years of responsible experience inspecting residential, commercial, or industrial buildings, or increasingly responsible municipal code compliance and enforcement experience.
- (2) years of experience in a Level I position in the City of East Palo Alto. When hired from the outside, the employee is required to have three (3) years of experience that allows the employee to meet the qualification standards for the Level II.

Licenses and Certifications:

Level I:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a valid International Code Council (I.C.C.) Residential Building Inspector Certificate at the time of appointment; and Statewide California Association of Code Enforcement Officials Certificate at time of appointment; and must obtain residential certifications in at least one (1) of the following residential disciplines: Mechanical, Electrical, and/or Plumbing Inspection within 18 months of hire; and must obtain the remaining two (2) residential certifications (for a total of four [4] certifications) within 18 months of hire.¹

Note: Certificates must be issued by the International Association of Plumbing and Mechanical Officials (IAPMO) or the International Code Council (ICC). Alternative certifications recognized by IAPMO and/or ICC may be substituted if determined acceptable.

Level II:

- Possession of two (2) certifications in both Commercial and Residential Building, Mechanical, Electrical, and/or Plumbing Inspection (total of four [4] certifications); Must obtain the remaining four (4) commercial and residential certifications within these disciplines (for a total of eight [8] certifications) within 18 months of hire. Must obtain certification as a Residential Plans Examiner within 18 months of hire.
- The International Conference of Building Officials (ICBO), or other similar association certificate is desirable and may substitute two of the four-year experience requirements.

OR

- If possessing a minimum of two (2) years of experience as a Building Inspector I with the City of East Palo Alto, candidates must also possess certifications as a Commercial and Residential Building, Mechanical, Electrical and Plumbing Inspector (total of eight [8] certifications). Must obtain certification as a Residential Plans Examiner within 12 months of hire.

Note: Certificates must be issued by the International Association of Plumbing and Mechanical Officials (IAPMO) or the International Code Council (ICC). Alternative certifications recognized by IAPMO and/or ICC may be substituted if determined acceptable.

¹ Possession of a certificate of completion of Penal Code § 832 Course in Arrest, Search and Seizure issued by California Commission on Peace Officer Standards and Training within one (1) year of appointment and CA Codes § 18949.25-18949.312007 California Health and Safety Code Chapter 7. Construction Inspectors, Plans Examiners, And Building Officials.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and field setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections.

When assigned to field inspections, must possess mobility to work in changing site and weather conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various city sites; possible entry into confined spaces and the use of confined entry equipment; vision to inspect site conditions and work in progress; color vision to identify hazards during inspections, dye testing industries and water color issues. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of up to 30 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

Color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.