

**SENT VIA EMAIL**

June 11, 2015

Karl Van Gastel  
 ABMEI Negotiation Team Member

Don Lindsey  
 ABMEI Negotiation Team Member

Ron Davis  
 ABMEI Negotiation Team Member

**RE: Classification Issues (Draft Job Class Specifications)**

Dear Karl, Don and Ron:

As a follow up to the City's June 8<sup>th</sup> letter to ABMEI, please find attached the draft job class specifications for the proposed classification changes as shown below.

No	Current Classification	Updated Classification	Expected Approximate Annual Salary Range	
			Minimum	Max
1	Building Inspector / Combination Certified	Building Inspector Combination Certified I	\$78,291	\$95,118
		Building Inspector Combination Certified II	\$80,392	\$97,968
		Building Inspector Combination Certified III	\$83,595	\$101,857
		Building Inspector Combination Certified Senior	\$87,776	\$106,932
2	Building Inspector, Supervisor Certified	Building Inspector Supervisor Certified I	\$94,640	\$115,356
		Building Inspector Supervisor Certified II	\$97,344	\$118,601

Please let me know if you have any questions.

Sincerely,



Marco Mercado  
 Assistant to the City Manager

- c: Norberto Dueñas, City Manager  
 Dave Sykes, Assistant City Manager  
 Jennifer Schembri, Interim Director of Employee Relations  
 Harry Freitas, Director, PBCE  
 Peter Fenerin, President, ABMEI

City of San José  
**CLASS SPECIFICATION**

**Building Inspector Combination (3917)**  
**Building Inspector Combination Certified I/II/III/Senior**  
**(3915/3902/3903/3904)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Planning, Building, & Code Enforcement, Public Works	Building Inspector Supervisor	Non-Exempt

**CLASS SUMMARY:**

Incumbents are responsible for performing a wide variety of inspection related duties with minimal supervision. Duties may include: conducting inspections of industrial, commercial, manufacturing, and residential facilities to ensure compliance with codes, regulations, ordinances, and standards; investigating zoning, code, building, construction and land use changes in the field; gathering factual data to ascertain present use of land and location of structures; inputting data into system for general public access; assisting in the review of projects; setting up inspection schedules; generating written reports and enforcement orders; checking plans for compliance with codes; providing technical assistance for the development of new codes; and, coordinating smaller projects.

**DISTINGUISHING CHARACTERISTICS:**

This is a five-level flexibly staffed class which is the first in the Building Inspector series. Building Inspector Combo Cert Seniors may provide training and lead direction to Building Inspector Combo/Cert I/II/III. These flexibly-staffed classes are distinguished from Permit Specialist/Permit Specialist, Sr. which are responsible for providing technical support and over the counter assistance. They are also distinguished from Building Inspector Supervisor Cert I/II which is required to manage projects and has supervisory authority.

Building Inspector Combination classes are inclusive of three specialty groups: Building, Electrical, and Plumbing/Mechanical. Incumbents will be identified as holding one of the three specialties upon hire, and this designation will be used in the event of position reductions. Displacement would occur by seniority order within the specific specialty group.

Incumbents may be subjected to moving mechanical parts, electrical currents, gases, poor ventilation, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. Light Work: Exerting up to 40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

- **Building Inspector Combination:** Graduation from high school or equivalent and four (4) years of construction experience equivalent to either a journey level carpenter, electrician, plumber, air conditioning mechanic, or related contractor, including one (1) year of lead experience, or two (2) years of combination inspection experience for a public agency and two (2) years of construction related experience equivalent to the above.

City of San José  
**CLASS SPECIFICATION**

**Building Inspector Combination (3917)**  
**Building Inspector Combination Certified I/II/III/Senior**  
**(3915/3902/3903/3904)**

- **Building Inspector Combination Certified I:** Graduation from high school or equivalent and four (4) years of construction experience equivalent to either a journey level carpenter, electrician, plumber, air conditioning mechanic, or related contractor, including one (1) year of lead experience, or two (2) years of inspection experience for a public agency and two (2) years of construction related experience equivalent to the above.
- **Building Inspector Combination Certified II:** Graduation from high school or equivalent and four (4) years of construction experience equivalent to either a journey level carpenter, electrician, plumber, air conditioning mechanic, or related contractor, including one (1) year of lead experience AND one (1) year of inspection experience for a public agency. Two (2) additional years of inspection experience for a public agency may be substituted for two (2) years of construction experience.
- **Building Inspector Combination Certified III:** Graduation from high school or equivalent and four (4) years of construction experience equivalent to either a journey level carpenter, electrician, plumber, air conditioning mechanic, or related contractor, including one (1) year of lead experience AND two (2) years of inspection experience for a public agency. Two (2) additional years of inspection experience for a public agency may be substituted for two (2) years of construction experience.
- **Building Inspector Combination Certified Senior:** Graduation from high school or equivalent and four (4) years of construction experience equivalent to either a journey level carpenter, electrician, plumber, air conditioning mechanic, or related contractor, including one (1) year of lead experience AND three (3) years of inspection experience for a public agency. Two (2) additional years of inspection experience for a public agency may be substituted for two (2) years of construction experience.

**Acceptable Substitution**

Closely related college level courses such as classes in construction, architecture, fire protection and engineering or equivalent from an accredited college or university may be substituted for the required contractor or journey level construction experience on a year-for-year basis up to a maximum of two (2) years.

**Licensing Requirements:**

- Valid California Driver's License.
- **Building Inspector Combination Certified I:** Possess and maintain valid commercial certification issued by an agency acceptable to the City in the employee's specialty area
- **Building Inspector Combination Certified II:** Possess and maintain valid commercial certifications issued by an agency acceptable to the City in the employee's specialty trade and in one (1) additional commercial specialty trade
- **Building Inspector Combination Certified III:** Possess and maintain valid commercial certifications issued by an agency acceptable to the City in the employee's specialty trade and in two (2) additional commercial specialty trades
- **Building Inspector Combination Certified Senior:** Possess and maintain valid commercial certifications issued by an agency acceptable to the City in the employee's specialty trade and in three (3) additional commercial specialty trades OR in two (2) additional commercial specialty trades and one other certification such as Plan Review or CASp

**City of San José**  
**CLASS SPECIFICATION**

**Building Inspector Combination (3917)**  
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**(3915/3902/3903/3904)**

• **Other Qualifications**

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

**Basic Competencies (Needed at entry into the job in order to perform the essential duties.)**

**Job Expertise - demonstrates knowledge of and skill in:**

- Applicable construction laws, rules, codes, and regulations;
- Inspection practices;
- Judicial procedures and practices;
- Public administration principles;
- Basic building principles;
- Basic plumbing principles;
- Basic mechanical principles;
- Basic electrical principles;
- Basic construction principles;
- Safety principles;
- Using electrical or mechanical measuring tools;
- Performing inspections;
- Reading and interpreting technical documents, plans, ordinances and blueprints;
- Operating photographic and video equipment to document evidence;
- Preparing sketches and drawings.

**Communication Skills -** communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form.

**Conflict Management -** uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.

**Customer Service -** approaches problem-solving by focusing on customers first; advocates for customer results point of view; demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

**Decision Making/Problem Solving -** identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions; ability to use good judgment, make ethical decisions and work with City policy; approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information.

**Flexibility -** makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.

**Reliability -** completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

City of San José  
**CLASS SPECIFICATION**

**Building Inspector Combination (3917)**  
**Building Inspector Combination Certified I/II/III/Senior**  
**(3915/3902/3903/3904)**

Team Work & Interpersonal Skills - demonstrates a positive attitude and flexibility along with the ability to develop effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY
1.	Per experience, training and licensing requirements and as assigned by Chief Building Official or designee, conducts inspections of residential, industrial, commercial, manufacturing, and facilities to ensure compliance with codes, regulations, ordinances, standards, and contract agreements which includes: setting up inspection schedules; gathering information and evidence; and, ensuring conformance to plans, specifications, and safety regulations.	Continuous
2.	Investigates building, construction, and land use changes in the field by: gathering factual data to ascertain present use of land and location of structures; conducting background investigations and research; and, preparing reports to use as evidence.	Continuous
3.	Provides technical assistance for development of codes and policies.	Frequent
4.	Generates written reports and enforcement orders which includes noting deficiencies in standards and submitting final documentation.	Frequent
5.	Reviews plans and specifications for compliance with codes which includes assisting in projects in complying with regulations, prioritizing deficiencies, and preparing timetables.	Frequent
6.	Provides technical support for agencies and the public which includes inputting data into system for general public access.	Frequent
7.	Meets with architects, engineers, City officials, and building contractors to discuss construction projects.	Occasional
8.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

**CLASSIFICATION HISTORY** Created 1/193; Rev & Cons. 1/01 (formerly Building Construction Inspector, Electrical Inspector & Plumbing/Mechanical Inspector); Rev 7/01, 5/09; Rev & Retitled 6/15 (formerly Building Inspector/Combination, Building Inspector/Combination, Cert.); s006



**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Building Inspector Supervisor Certified I/II(3912/3905)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Planning, Building & Code Enforcement, Public Works	Building Inspection Manager	Non-Exempt

**CLASS SUMMARY**

Supervises and coordinates field construction inspection projects for new or remodeled industrial, commercial and residential facilities to ensure they comply with governmental codes and ordinances. Oversees the issuance of permits, scheduling of inspections, and review of plans and specifications for building projects. Typically supervises Building Inspectors and/or administrative staff. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a two-level flexibly staffed class which is the second in the Building Inspector series. It is distinguished from Building Inspector Combo/Cert I/II/III/Senr by its responsibility for leading or managing inspection projects and is typically responsible for day-to-day supervision of Building Inspectors and inspection operations.. Building Inspector Supervisor Cert I/II is distinguished from the higher level Building Inspection Manager class in that the latter is responsible for the overall administration of an inspection program and technical code requirements relating to inspections for a trade discipline for the entire division.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

- **Building Inspector Supervisor Certified I:** Graduation from high school or equivalent Six years of experience in construction as a journey level carpenter, plumber, air conditioning mechanic, electrician, or related contractor, or performing inspections for a public agency.
- **Building Inspector Supervisor Certified II:** Graduation from high school or equivalent Six years of experience in construction as a journey level carpenter, plumber, air conditioning mechanic, electrician, or related contractor, or performing inspections for a public agency.

**Licensing Requirements:**

- Valid California Driver's License.
- **Building Inspector Supervisor Certified I:** Possess and maintain valid Inspector Certification issued by an agency acceptable to the City in the inspection trade discipline(s) being supervised.
- **Building Inspector Supervisor Certified II:** Possess and maintain valid commercial certifications issued by an agency acceptable to the City in the employee's specialty trade and in three (3) additional commercial specialty trades OR in two (2) additional commercial specialty trades and one other certification such as Plan Review or CASp.

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Building Inspector Supervisor Certified I/II(3912/3905)**

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

Job Expertise - demonstrates knowledge of and skill in:

- Inspection practices and procedures;
- Applicable laws, rules, and regulations;
- Basic electrical principles;
- Basic building, plumbing and mechanical principles;
- Current computer technology and trends;
- Basic construction practices;
- Safety principles.
- Negotiating with building contractors;
- Conducting tests and measurements to ensure compliance with building codes;
- Researching information;
- Using simple drafting instruments;
- Performing routine mathematics;
- Using electrical and mechanical measuring tools;
- Performing inspections;
- Reading and interpreting technical documents, plans, ordinances and blueprints.

Communication Skills - communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form.

Collaboration - develops networks and builds alliances; engages in cross-functional activities.

Conflict Management - uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.

Customer Service - approaches problem-solving by focusing on customers first; advocates for customer results point of view; demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

Initiative - exhibits self-directed, resourceful and creative behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility or workload and accept challenges; pursue continuing educational opportunities which promote enhanced job performance.

Problem Solving - approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.



**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Building Inspector Supervisor Certified I/II(3912/3905)**

Reliability - completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

Supervision-establishes high standards of performance and sets an example for others to follow; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness; uses appropriate methods and a flexible interpersonal style to help others develop their capabilities.

Team Work & Interpersonal Skills - demonstrates a positive attitude and flexibility along with the ability to develop effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of:

- Public administration principles;
- Judicial procedures and practices;
- Supervisory techniques;
- Surveying techniques;
- Using computers and applicable software;
- Assigning, monitoring and evaluating work;
- Preparing and giving oral presentations;
- Preparing formal written documents;
- Keeping records.

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	FRE-QUENCY*
1.	Provides lead direction or supervises employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination and disciplinary recommendations and any other recommendations related to the change in status of employees. May also perform work of a similar nature to those employees he/she supervises	Continuous
2.	Provides ongoing reports to management which includes preparing written reports and giving oral presentations of code enforcement inspections and program performance analyses.	Occasional
3.	Oversees and coordinates resources and daily operations of a number of inspection projects in one or more technical building trades disciplines which includes: establishing and monitoring work plans; ensuring compliance with applicable codes and standards; assisting in the evaluation of new and existing programs; and, relocating resources as needed.	Continuous

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**TITLE: Building Inspector Supervisor Certified I/II(3912/3905)**

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FRE-QUENCY*</b>
4.	Undertakes the customer service and public relations function which includes: providing technical support and departmental information to staff, the public, other City departments, and outside agencies; participating in the development of outreach materials; investigating complaints; representing the City and department in external forums; and, giving presentations to a variety of groups.	Occasional
5.	Participates in researching, developing, implementing, and evaluating new division processes and procedures; prepares building inspection plans; negotiates and monitors building contractors' activities within prescribed guidelines.	Occasional
6.	Performs inspections on unique or difficult projects which includes identifying and scheduling industrial, commercial, and residential facilities for inspections.	Occasional
7.	Resolves disputes and politically sensitive issues regarding compliance with codes, regulations, ordinances, standards, and contract agreements.	Occasional
8.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent" (weekly or approximately 15%+), "Occasional" (monthly or approximately 10%+), "As Required" (Intermittent or 5% or less)

**CLASSIFICATION HISTORY** *Created /80; Rev & Cons. 1/01 (formerly Supervising Building Construction Inspector, Supervising Building Inspector, Supervising Plumbing/Mechanical Inspector, Supervising Electrical Inspector); Rev 10/04, Rev & Ret 6/15 (formerly Building Inspector, Supervisor Certified); s005*