

City of San José
CLASS SPECIFICATION

Title: Building Inspector Combination FT/PT (3917/3918)
Building Inspector Combination Certified I FT/PT (3915/3916)
Building Inspector Combination Certified II/III/Senior (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

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.
- **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.

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- **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:** Obtain and maintain valid commercial certification issued by an agency acceptable to the City in the employee's specialty area as soon as possible but no later than twelve (12) months from the employee's start date in the classification.
- **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 either through maintaining individual certifications, or through maintaining a Commercial Combination Inspector certificate which represents commercial certifications in Building, Plumbing, Mechanical, and Electrical OR in two (2) additional commercial specialty trades and one other certification such as Plan Review or CASp.

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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.

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.

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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.), Rev. 11/22; s008*