

City of San José

BUILDING REHABILITATION INSPECTOR I (3976)

CLASS PURPOSE

Under general direction, performs work of moderate difficulty inspecting, developing specifications, estimating, and managing construction to remedy code violations and to improve residential and commercial structures. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

While learning and developing job related judgment, incumbents will be performing the following duties under close supervision:

- Encourages owners and occupants to participate and cooperate in programs to rehabilitate their commercial and residential structures.
- Provides construction expertise, identifies owner wants and needs, and coordinates all of the above to ensure conformance with cost constraints and program guidelines.
- Inspects buildings, directs the preparation of plans, and develops construction cost estimates to accomplish rehabilitation goals.
- Proposes scope of work to be done and methods and materials to be used.
- Prepares detailed construction specifications and other renewal/rehabilitation contract documents as needed for each project.
- Administers projects during construction, ensuring that work is performed on time and in compliance with all contract documents.
- Negotiates with contractors.
- Resolves problems and disputes.
- Prepares all necessary reports, forms and documents.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Building Rehabilitation Inspector series. Incumbents in this class are normally assigned less difficult cases and receive closer supervision than Building Rehabilitation Inspectors II. They are supervised by Building Rehabilitation Supervisors.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of building construction methods and materials, building codes and ordinances, and proper inspection practices.
- Knowledge of general estimating procedures.
- Knowledge of typical construction permit processes.
- Ability to interpret building plans, and estimate costs of labor and materials.
- Ability to establish and maintain effective working relations with people of diverse socio-economic backgrounds.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to scale ladders, crouch and bend to enter confined areas and crawl spaces.

Competency Knowledge, Skills, and Abilities

- Ability to resolve disputes between contractors and owners/tenants.
- Ability to detect and solve construction problems peculiar to rehabilitation.
- Ability to write precise construction specifications.
- Ability to design or evaluate and recommend changes in design proposals.

Education

Graduation from high school.

Experience

Four years of any of the following:

1. experience in building construction or design;
2. education in construction, architecture or civil engineering from an accredited institution;
3. experience in code compliance or housing code inspection.

Acceptable Substitutions

ICBO certification as a building inspector may substitute for two years of the required education or two years of the required experience.