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6/17/87

CITY OF SAN JOSE
BUILDING REHABILITATION INSPECTOR II (3977)

CLASS PURPOSE

Under general supervision, 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.)

Encourages owners and occupants to participate and cooperate in programs to rehabilitate their commercial and residential structures.

Inspects for housing, building, electrical, mechanical and plumbing code deficiencies and specifies method of correction.

Determines scope of work to be done and the methods and materials to be used.

Estimates construction costs and designs project to comply with program guidelines and budget. Researches availability of other programs to supplement projects.

Writes detailed construction specifications. Directs and coordinates work of engineers, building designers and clerical staff in preparing all other necessary contractual documents for construction projects.

Acts on behalf of owner in securing all necessary approvals from Building Department, Planning Department, Relocation, P.G. & E., Housing Authority, Energy Bank, and other private and governmental agencies.

Inspects buildings during construction and reconstruction for compliance with all contract terms, plans and specifications, initiates and documents any necessary changes in project and approves all progress payments.

Mediates disputes between owners, tenants and contractors.

Assists in training and developing Building Rehabilitation Inspectors I.

Prepares all necessary reports, forms and documents.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Building Rehabilitation Inspection series. It differs from the Building Rehabilitation Inspector I in that the II level is fully trained and normally handles the more complex rehabilitation projects. The Building Rehabilitation Inspector II may also assist the supervisor in training and developing and providing work direction to Building Rehabilitation Inspector I incumbents. Both classes are supervised by Building Rehabilitation Supervisors.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of all types of building construction materials and methods of construction.

Knowledge of building, plumbing, electrical, mechanical and housing codes.

Knowledge of proper general estimating procedures.

Knowledge of construction permit processes.

QUALIFICATIONS (Cont'd.)

Minimum Knowledges, Skills and Abilities (Cont'd.)

Ability to interpret building plans and diagrams, and routinely estimate cost of remodeling and new construction.

Ability to establish and maintain effective working relations with specialty departments, construction personnel, private agencies and people of diverse socio-economic backgrounds.

Ability to scale ladders, crouch and bend to enter confined areas and crawl spaces.

Ability to express oneself clearly and concisely both orally and in writing.

Competency Knowledges, Skills and Abilities

Knowledge of general real estate law, finance, contractors license law, and labor code.

Knowledge of the requirements and guidelines of current Community Development Block Grant, Rental Rehabilitation and other assistance programs.

Knowledge of San Jose Municipal Code, zoning ordinances, other local regulations and permit processes pertinent to construction and development.

Ability to write precise construction specifications quickly.

Ability to resolve problems with contractors and owners.

Ability to detect and solve construction problems peculiar to rehabilitation.

Ability to design, or evaluate and recommend changes in rehabilitation design proposals.

Ability to evaluate quality materials and workmanship, including equivalency where appropriate, and to exercise sound judgment in determining compliance with specifications and codes.

Ability to establish and maintain effective working relationships with co-workers, building owners, tenants, and the general public.

Training and Experience

Any combination of training and experience equivalent to high school graduation plus four (4) years of experience as a journey level carpenter or a general contractor.

- or -

Equivalent to a Bachelor's degree in Civil Engineering, Architecture, or Construction Technology from an accredited institution, plus two (2) years of building construction or design experience.

- or -

Two (2) years experience as a building rehabilitation inspector.