

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Building Inspector Trainee/I/II/III

Pay Class Trainee: 25 General

Pay Class I: 27 General

Pay Class II: 29 General

Pay Class III: 31 General

FLSA Non-Exempt

DEFINITION

Under close to limited supervision of the Assistant City Manager or his/her designee, performs routine and complex structure and building system inspections at various stages of construction, alteration and repair, investigates and secures compliance with housing, zoning, environmental and general land use standards, review building plans and specifications, processes and issues permits and performs other duties as assigned.

CLASSIFICATION

The assigned duties in this multi-class range from entry to advance, and from routine to more complex as the incumbent demonstrates the ability to perform such duties.

Building Inspector Trainee – This is the entry-level class in the Building Inspector series. Positions assigned to this class work under supervision on a training basis in the performance of combination inspections of commercial and residential buildings and structures in every stage of construction, alternation, demolition and repair, reviewing building plans and specifications, and enforcing building, plumbing, electrical, mechanical and housing codes and state laws. The progression of Building Inspector Trainee to Building Inspector I requires an evaluation of employee skill, performance levels and completion of require certification/training.

Building Inspector I – This is the intermediate-level class of the Building Inspector series. Incumbents are expected to perform a variety of building inspection tasks without detailed instructions. As skills and knowledge increases, more difficult duties are assigned for advancing to Building Inspector II. Advancement to Building Inspector II requires an evaluation of employee skill, performance levels, and completion of require certifications/training.

Building Inspector II – This is the advanced-level of the Building Inspector series. Incumbents perform the full range of assigned duties and may receive occasional instruction as new or unusual situations arise. Incumbents are expected to be fully aware of the operating guidelines and procedures with the Division and may make independent decisions within the framework of written and oral instructions and accepted practices, processes and procedures while completing

assignments.

Building Inspector III – This is the expert-level of the Building Inspector series. Incumbents perform the full range of assigned duties and may receive occasional instruction as new or unusual situations arise. Incumbents are expected to be fully aware of the operating guidelines and procedures with the Division and may make independent decisions within the framework of written and oral instructions and accepted practices, processes and procedures while completing assignments. Incumbents perform additional duties not assigned to Building Inspector Trainee/I/II classifications.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Performs field construction inspections or residential and commercial structures, including plumbing, electrical, roofing, heating and air conditioning, and energy saving equipment.
- Ensures compliance with applicable codes, ordinances and regulations.
- Investigates violations of building and housing laws and inspects vacant and sub-standard housing for code compliance.
- Checks construction plans and specifications for completeness and accuracy.
- Issues permits and calculates fees.
- Provides information to the public regarding all phases of building construction, code compliance, and related functions.
- Builds and maintains positive working relationships with coworkers, other City employees, and the public using principles of good customer service.
- Fosters an environment that embraces diversity, integrity, trust and respect.
- Maintains official records of applications received, permits and certificates issued, fees collected, reports or inspections and notices and orders issued.
- Responds to emergencies when called upon by supervisor or emergency dispatches to assist as technical expert in evaluation of safety.
- Participates in Fire Department and County Health Department inspections as requested.
- Answers phones, schedules inspections, complies and files building plans and other related construction documents, retrieves building files, assessor's parcels and other computerized records.
- Prepares reports, work orders, correspondence, memos, emails, warning letters, citations calculations, analysis, grants diagrams, or technical materials as needed.
- Performs outreach and prepares outreach materials.

- Assists with overseeing projects on City-owned buildings or properties.
- Performs other duties as assigned.

Building Inspector III Only:

- Updates the Public Works, Utilities and Community Development webpages on the City's website and other social media platforms.
- Coordinates and updates Geographic Information System (GIS) mapping.
- Coordinates and assists with Lead Service Line Inventory.
- Ensures natural gas compliance with CFR 49 with PHMSA and CPUC which includes, but is not limited to, facilitating operator qualification training and certification, facilitating and coordinating audits, completing rectifier testing and facility inspections, managing capital needs of the system, conducting annual liaison meeting, ensuring valve exercising, coordinating and submitting Leak Detection Survey, maintaining records of annual pipeline activities, reviewing procedures and recommending improvements, and performing public outreach.
- Assists with the planning, execution and completion of various capital projects including, but not limited to, budget management, resource allocation, contract management, project management and inspection.
- Plans, coordinates and administers the City's cross connection control program compliant with Title 17 and Title 22; Coordinates Cross Connection Control Program activities with other City departments and outside agencies; Ensures yearly inspections of commercial, industrial and City-owned backflow assemblies; Performs cross-connection surveys of commercial industrial and public water consumers, performs plan checks of new construction to ensure compliance with City's cross-connection control program and maintains records of cross connection related activities; Consults with property owners and contractors to explain cross connection control requirements and issues warnings to customers as necessary; Trains staff on proper procedures for inspecting backflow prevention devices during routine meter reading and demonstrates various types of backflow prevention devices, instructing staff in recognizing cross connections and device failures; Prepares and maintains records and files including field test data, surveys, cross connection locations and approved backflow assemblies; Maintains logs of customer contacts and inspections; Composes correspondence, prepares forms and writes reports relating to the Cross-Connection Control Program; Conducts surveys of new construction and existing facilities to determine hazards, degree and appropriate devices required to protect public water supply; Prepares cost estimates for assigned projects; Requisitions and purchases materials and supplies.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Building Inspector Trainee:

- Education:** High School diploma or equivalent.
- Experience:** Three (3) years of increasingly responsible experience in field construction, plumbing, electrical, roofing, heating and air conditioning, energy saving equipment or a related field.
- Licenses:** Valid State of California Drivers License, must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.
- Certifications:** Should progress toward obtaining International Code Council Certification in or more specialized areas including plumbing, mechanical or electrical inspection annually until certification in each specialize area is obtained as these certifications will be needed to advance from Building Inspector I to a Building Inspector II.

Building Inspector I:

- Education:** High School diploma or equivalent.
- Experience:** Four (4) years of increasingly responsible experience in field construction, plumbing, electrical, roofing, heating and air conditioning, energy saving equipment or a related field.
- Licenses:** Valid State of California Drivers License, must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.
- Certifications:** Possession of certification as Building Inspector issued by International Code Council or other equivalent state, national or internation association.
Additionally must obtain International Code Council Certification in or more specialized areas including plumbing, mechanical or electrical inspection annually until certification in each specialize area is obtained.

Building Inspector II:

- Education:** High School diploma or equivalent.
- Experience:** Five (5) years of increasingly responsible experience in field construction, plumbing, electrical, roofing, heating and air conditioning, energy saving equipment or a related field.
- Licenses:** Valid State of California Drivers License, must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.
- Certifications:** Possession of certification as Building Inspector issued by International Code Council or other equivalent state, national or internation association.
Additionally, **MUST** obtain International Code Council Certification in or more specialized areas including plumbing, mechanical or electrical inspection.

Building Inspector III:

- Education:** High School diploma or equivalent.
- Experience:** Five (5) years of increasingly responsible experience in field construction, plumbing, electrical, roofing, heating and air conditioning, energy saving equipment or a related field.
- Licenses:** Valid State of California Drivers License, must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.
- Certifications:** Possession of certification as Building Inspector issued by International Code Council or other equivalent state, national or international association. D3 Water Distribution License, OQ Level 3 Certification, Energy Worldnet Evaluator Certification, Backflow Tester and Cross Connection Specialist Certification, and International Code Council Certification in or more specialized areas including plumbing, mechanical or electrical inspection.
- NACE CP1 preferred with 1.5% Pay Incentive.
- Certified Playground Safety Inspector Certification preferred with 1.5% Pay Incentive.
- Certified Access Specialist Program (CAsp) Certification preferred with 1.5% Pay Incentive.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Principles, practices and methods used in various building construction areas, including plumbing electrical, and mechanical; federal, state and local laws, regulations, codes and ordinances related to building construction and zoning; modern office practices, methods and equipment, including computer and applicable software; characteristics and use of standard equipment used in building inspection and building trades; occupational hazards and standard safety procedures.

Skill and Ability to: Read and interpret complex plans and specifications; analyze complex building inspection and code enforcement issues, evaluate alternative and reach sound conclusions; interpret and apply applicable laws, codes and regulations; maintain an accurate records filing system; maintain certification through continuing education programs; communicate clearly and concisely, both orally and in writing; deal effectively using tact and courtesy with groups or individuals involved in the building industry and the general public; establish and maintain effective relationships.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-

service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL REQUIREMENTS

NOTE: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Sufficient mobility to work indoors and outdoors in hot, cold, wet, humid or windy weather conditions; ascend and descend ladders, scaffoldings, stair or inclined surfaces; ability to stoops, kneel, crouch, crawl, bend, squat, push and pull; reach, left, load and unload heavy materials; detect unusual odors; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools, grasp, grip and maintain fine manipulation with dominant/non-dominant hand, see well enough to read small print, gauges, instruments and distances sufficient to see oncoming traffic, read signs and hazards; mobility to attend meetings, make presentations and visit various work sites; vision abilities for close, distance, color, peripheral sight and depth perception. Job functions may include working near moving mechanical parts and occasional exposure to fumes, toxic or caustic chemicals and noise level that will range from quiet, while in an office environment, to moderately noisy while in the field. Individuals must exercise good judgement and be flexible, creative and sensitive in response to changing situations and needs.

Approved by:


Marissa Trejo, City Manager

7/23/24
Date