

CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: BUILDING INSPECTOR (Part Time)

DEVELOPED/APPROVED: November, 2017

DEPARTMENT: Planning & Building

REPORTING RELATIONSHIP: City Manager

DEFINITION:

Under general direction, performs technical review of plans; inspection of buildings and structures in all stages of construction, alteration and repair; and enforcement of all applicable municipal codes related to zoning, land use, Building Code, Housing Code, Electrical Code, Plumbing Code, Mechanical Code, and other related codes; providing staff support in the development, maintenance, update and retrieval of information from various GIS related files and relational databases of the City's Geographic Information System (GIS).

EXAMPLES OF DUTIES:

- Makes field inspections of all aspects of building construction for compliance with applicable codes, ordinances, and regulations.
- Performs technical review of building and construction plans.
- Calculates building permit costs and fees.
- Acts as a resource to the general public, contractors, design professionals and other interested parties on matters relating to code requirements, construction techniques and practices.
- Investigates violations of municipal codes and conducts enforcement action.
- Communicates and coordinates regularly with other appropriate parties to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Make use of GIS, database, drafting and graphic software to develop informative graphics and datasets that facilitate the decision making process of the City Council and senior City staff from various departments and divisions.
- Performs other related duties as required.

TRAINING AND EXPERIENCE:

Associate Degree/Certificate of Completion from accredited building inspection technology program required. One (1) year experience in municipal building inspection or three (3) years of journey level experience on construction trades or as a contractor is desired.

KNOWLEDGE AND ABILITIES:

Considerable knowledge of the methods, procedures and techniques involved in the review, inspection and enforcement of municipal codes and applicable State and Federal requirements.

Knowledge of the Uniform Building and associated Codes.

Ability to examine workmanship and material and to detect deviation from plans, regulations and standard construction methods and requirements.

Ability to perform mathematical calculations using algebra, geometry, and trigonometry.

Ability to establish and maintain effective working relationships with city personnel, state and federal agencies and private organizations as needed.

Ability to operate a computer and specialized software such as AutoCAD and ArcGIS.

Possession of an ICC Certification is desirable.

Possession of a valid California Driver's license is required.

Ability to communicate effectively, both orally and in writing.

Ability to prioritize and organize multiple projects.

WORKING CONDITIONS

While performing essential job duties, incumbent is regularly required to stand, walk, talk, smell and hear. The incumbent is occasionally required to climb, balance, bend and crawl. Also required is an individual with normal hearing (corrected to within a normal audio range) for significant contact with the public and other employees. Physical inspection of project work and building sites requires an incumbent to be ambulatory and to possess a reasonable degree of manual dexterity.