CITY OF SAN JOSE

Building Inspector/Combination
Certified (3915 FT) (3916 PT)

CLASS CODE: 3915		
DEPARTMENT: Planning, Building, & Code Enforcement	**ACCOUNTABLE TO:** Building Inspector, Supervisor	**FLSA STATUS:** 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:

The Building Inspector is the first level in a three-level series. The Building Inspector is distinguished from the Permit Technician class which is responsible for providing technical support and over the counter assistance. The Building Inspector is distinguished from the Building Inspector, Supervisor which is required to manage projects and has supervisory authority.

The Building Inspector/Combination classification is inclusive of three specialty groups: Building, Electrical, and Plumbing/Mechanical. Incumbents in the classification will be identified as holding one of the three specialties upon hire into the classification, and this designation will be used in the event of position reductions. Displacement would occur by seniority order within the specific specialty group.

Training and Experience (positions in this class typically require):
High School Diploma or General Equivalency Diploma (G.E.D.); or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Building Specialty Inspector positions require four years of varied construction experience equivalent to either a journey level carpenter, or related contractor, including one year in a supervisory capacity; or two years of combination inspection experience for a public agency and two years of jouney level carpentry experience.

Electrical Specialty Inspector positions require four years of varied construction experience equivalent to either a journey level electrician, or related contractor including one year in a supervisory capacity; or two years of combination inspection experience for a public agency and two years of journey level electrical experience.

Plumbing/Mechanical Specialty Inspector positions require four years of varied construction experience equivalent to either a journey level plumber or air conditioning mechanic, or related contractor, including one year in a supervisory capacity; or two years of combination inspection experience for a public agency and two years of journey level plumbing/mechanical experience.

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Licensing Requirements (positions in this class typically require):

- Valid California Driver's License.
- Certification - As a condition of continued employment, employees must obtain and maintain valid certifications issued by an agency acceptable to the City as a Certified Inspector in the categories of Building, Plumbing, Mechanical, and Electrical according to the following timetable: one certificate by the end of the first year of employment, the second certificate by the end of the second year, the third certificate by the end of the third year, and the fourth certificate by the end of the fourth year of employment. For employees who have certification(s) at time of hire, the employee is required to obtain one certification per year until all four certifications have been obtained.
    - Commercial certification is required in the employee's specialty area. Residential 1-2 family dwelling certification is required for non-specialty areas.

Knowledge

(Needed at entry into the job in order to perform the essential duties.)
Knowledge of:

- 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;
- Customer relation principles.

Skills (position requirements at entry and depending on area of assignment):
Skill in:

- Using electrical or mechanical measuring tools;
- Using computers and applicable software;
- Performing inspections;
- Reading and interpreting technical documents, plans, ordinances and blueprints;
- Preparing and giving oral presentations;
- Preparing formal written documents;
- Operating photographic and video equipment to document evidence;
- Resolving problems;
- Making decisions;
- Preparing sketches and drawings;
- Keeping records;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Conducts inspections of 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. Commercial inspections will be done by an inspector in the specific specialty required. Residential 1-2 family dwelling work may be done by a combo inspector.	Daily 50%
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.	Daily 15%
3.	Provides technical assistance for development of codes and policies.	Daily 5%
4.	Generates written reports and enforcement orders which includes noting deficiencies in standards and submitting final documentation.	Daily 10%
5.	Reviews plans and specifications for compliance with codes which includes assisting in projects in complying with regulations, prioritizing deficiencies, and preparing timetables.	Daily 10%
6.	Provides technical support for agencies and the public which includes inputting data into system for general public access.	Daily 5%
7.	Meets with architects, engineers, City officials, and building contractors to discuss construction projects.	Weekly 5%
8.	Performs other duties of a similar nature or level.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Incumbents assigned to the Building Inspector class are responsible for:

- Performing field inspections, issuing permits, scheduling inspections, and reviewing plans and specifications for building projects.

Physical Requirements:

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Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

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 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

NOTE:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Established 1/21/93; Rev. 1/01s003, Classes consolidated into this classification are: Plumbing/Mechanical Inspectors (3921,3923), Building Construction Inspectors (3911,3913), and Electrical Inspectors (3931,3933). Revised 07/01;s004. Revised 5/09; s005