



COMBINATION INSPECTOR

DEFINITION

Under general supervision, conducts field inspections of construction, alteration or repair of buildings, public rights of way and other structures; enforces building, plumbing, electrical zoning codes and related Federal, State and local laws; prepares permit documentation for residential, commercial and industrial projects.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, providing building and related codes information and explaining procedures.

Inspect, during various phases, public, residential and commercial building construction to ensure compliance with municipal, State and Federal laws and codes.

Determine required corrections/improvements during construction; prepare inspection reports, issue stop work notices and corrective action reports

Conduct final inspection of projects; issue building and occupancy permits.

Review construction plans/blueprints and issue permits.

Assist in zoning, general land use and code enforcement inspections.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods and techniques used in inspection of public, residential and commercial construction.

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Construction, plumbing and electrical trades.

Local, State and Federal laws and codes related to building and public rights of way construction.

Standard safety practices required in building construction and inspection.

Tools and equipment used in construction.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply building codes to plans, drawings, specifications, layouts, blueprints and schematics.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

High school graduation and three (3) years' experience in the inspection of public, residential and commercial construction. Municipal experience desirable.

LICENSE OR CERTIFICATE

Must possess or have the ability to obtain an appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials. Possession of ICC certification as a Residential Combination Inspector and Commercial Combination Inspector within one (1) year of appointment.



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ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light equipment used in maintenance operations.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time; ability to kneel, stoop, crawl and climb.

Ability to lift up to 90 pounds.

Ability to get from one location to another in the course of doing business.

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet.

FLSA STATUS

This is a Non-Exempt classification.

