

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Building Inspector I

Class Code Number: 5030

Position Designation: Technical/General

Division: Building & Safety

General Purpose of Position

The purpose of this position is to provide assistance to members of the public in complying with regulations governing the building of structures and to ensure that new buildings and/or structures, building additions, and remodels conform to the applicable codes and regulations governing building construction. This position reports directly to the Assistant Building Official and receives field supervision from the Building Inspector II.

RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

FORMAT

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Result Statements: (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

A. New development, construction, and land use within the City are reviewed for compliance.

- Building permit fees are calculated accurately for builders, owners, and the public.
- Permit applicants are instructed as to the proper procedures for completing required forms.
- Applications are processed and filed in an orderly and effective manner.
- Applicants are notified of approved applications in a timely manner.
- Building inspections are scheduled and performed in accordance with established procedures.
- All building system elements are inspected for compliance with applicable codes.
- Building materials are inspected for grade and quality appropriate for their designated use.
- Correction notices are issued in a timely manner when appropriate minimum building standards are not met.
- Records of building inspections are prepared and maintained in an orderly manner in accordance with City procedures.

B. Plan review operations are performed to allow for appropriate modifications and corrections to ensure safe construction practices and to ensure minimum code compliance.

- Plans are received, reviewed for submittal, and routed in accordance with City procedures.
- Basic and minor plan review and modification interpretation is provided.

C. Procedures, forms, maps, and files are updated to ensure compliance with current codes and regulations.

- Support is provided as directed by supervision.

D. Members of the public are assisted in a courteous, timely, and professional manner.

- The public counter is attended and customers are served in a professional and courteous manner.
- Consultation is provided to contractors, builders, and the general public in order to educate them on the appropriate building standards required by law, regulation, code, and ordinance.
- Information regarding applicable City, State, and Federal regulations pertaining to planning, building, and construction is disseminated as required by public request.

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E. Research is conducted and compiled on land use and development issues.

- Support is provided as directed by supervision.
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Qualifications

Education: A high school diploma or equivalent is required. An associate=s degree or trade school certificate in Building or a related field preferred.

Experience: One year experience working the public counter processing permits, plans, etc and/or conducting building inspections in the public sector is required.

Knowledge, Skills, Abilities, and Personal Characteristics

This position requires general knowledge of current building related laws, regulations, codes, and ordinances. Knowledge of accepted safety standards and methods of building construction for commercial, industrial, and residential buildings is required.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have good verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet.

Physical Requirements

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires extended periods of sitting, standing, and walking. Travel through construction sites including bending, stooping, climbing, and reaching is required for this position. Light lifting (up to 25 lbs.) is required occasionally. This position may require manual manipulation of a keyboard, phone, and other standard office machines. This position requires the operation of a motor vehicle.

Special Requirements

ICBO certification is required in compliance with AB 717.

Tools

This position requires the use of a PC, word processing, and spreadsheet software, and standard office equipment. Operation of a motor vehicle is required.

Work Environment

This position requires both indoor and outdoor work. Work indoors is performed in an office and involves exposure to moderate levels of noise. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to sun, wind, rain, snow, and high levels of noise.