

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

SENIOR BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

JOB PURPOSE

Under direction of the Community Development Director and Building Official, to advise and consult with other staff and perform a wide variety of technical inspections of structures to insure compliance with the City's building, electrical, plumbing, mechanical and zoning codes; including Code Enforcement duties that include such things as property maintenance, code violations, resident complaint resolution relative to municipal code violations, etc., and to do related work as required.

EXAMPLES OF ESSENTIAL DUTIES

The Senior Building Inspector/Code Enforcement Officer shall perform any of the duties set forth in the class specification for Building Inspector. In addition; the Senior Building Inspector/Code Enforcement Officer shall perform the following:

Essential Duties:

- Inspects building construction and repair activities at all stages to insure compliance with building, plumbing, mechanical, electrical, and zoning codes.
- Enforces codes by giving instructions, warnings, stop work orders or citations.
- Issues construction, repair, and subcontractor permits.
- Provides general Building Inspection services included but and not limited to Foundations, Plumbing, Electrical, Mechanical, Green Building Code, etc.
- Confers with builders, homeowners, architects, engineers, and the general public as to code requirements and answers office inquiries.
- Keeps records and make reports of inspections.
- Checks construction plans for compliance with applicable codes.
- Looks for construction alterations being performed without proper building permits.
- Examines building damaged by fire or to be moved or razed;
- Responds to citizen complaints as related to Building and general Code Enforcement;
- Assists in coordinating the building inspection functions of the City;
- Checks more complex plans of all types, including construction and development projects;
- Enforces various provisions of the City Municipal Code as City's Code Enforcement Officer;
- Seeks compliance, issues warnings and assists in providing information for citations relating to code enforcement;
- Prepares written reports on violations of the City's municipal code;
- Provides detailed investigations on activities which are in violation of the City's Municipal Codes;

Essential Duties (cont.):

- Meets with members of the public to describe code enforcement programs;
- Contacts violators of ordinances to seek compliance with regulations;
- Testifies in court if necessary as a result of code enforcement investigations;
- Issues citations to violators of the Municipal Code.

Marginal Duties:

- Performs related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination equivalent to completion of high school and some college, and considerable experience at the journey level in a skilled building trade, plus experience as a building inspector. CALBO/ICC Certifications as Building Inspector and related Certificates and Training are required for the position. Also, training and knowledge in Code Enforcement, California Building, Energy, Fire, Green, Historical, and Residential Codes, International Property Maintenance Codes, National Electrical Codes, etc. A typical way to obtain the knowledge and abilities would be completion of high school, supplemental college experience, and completion of a building trade school curriculum and three years of continuing experience as a building inspector. Must abide by the Code of Ethics of the International Congress of Building Officials.

Ability to: Detect violations of building codes and to recommend corrective actions; read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; exercise good and independent judgment; read, comprehend and apply complex building codes; follow oral and written instructions; establish and maintain effective working relationships with the public, City staff, building owners and contractors; plan own work independently and meet established deadlines.

Knowledge of: Principles and practices of one or more of the skilled building trades; building construction materials and practices; electrical, mechanical, heating and plumbing materials and practices; Uniform Building, Plumbing and Mechanical, and Electrical Codes, Green Building Code; City building codes and ordinances, and zoning laws related to building construction; accepted safety standards; principles and practices of local government administration; ordinance enforcement; and legal procedures.

City Council Approval: October 16, 2013