

CITY OF MILPITAS

Effective: 06/21/02
Revised: October 2007
EEOC: Technician
FLSA: NonExempt
Unit: Protech
Physical: 2

BUILDING INSPECTOR/HOUSING REHABILITATION SPECIALIST

DEFINITION

To inspect routine and complex structural building systems at various stages of construction, alteration, and repair to assure compliance with approved plans, specifications, codes, ordinances and regulations; and to assist in the review of building plans and specifications to determine compliance with applicable codes, ordinances, rules and regulations.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Building/Housing & Neighborhood Inspector series. Positions at this level are expected to be able to perform the full range of duties and assignments with only minimal supervision or instruction, and only as new or unusual situations arise. The Building/Housing Rehabilitation Specialist class is distinguished from the Senior Building Inspector in that responsibility is not assumed for the supervision, scheduling, or coordination of the field operation of the Building Inspection Division. This classification may be assigned to serve as the Housing Rehabilitation Specialist for the City's Housing Rehabilitation Loan Program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Building Inspector and/or the Senior Housing & Neighborhood Preservation Specialist.

May exercise technical or functional supervision over new building inspection staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to the following:*

- Complete and maintain a variety of records on a computer, prepare reports, documentation, and correspondence.
- Conduct inspections to determine compliance with California Building Code and pertinent provisions of County health and environmental ordinances.

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- Create and revise housing rehabilitation project work estimates; participate in contractor's bid process and bid review.
- Oversee and monitor rehabilitation projects to ensure that work is properly performed and to ensure that no substandard materials are used in accordance with HUD requirements.
- Confer with developers, contractors, architects, engineers, and the general public.
- Inspect foundation, cement, framing, plastering, and a large variety of other complex and routine structural building system elements such as studs, joists, rafter spacing, and other structural member factors.
- Examine grade, quality, and treatment of lumber, cement, lath, wire, and composition.
- Inspect air conditioning, plumbing, and routine electrical systems.
- Assure proper and safe installations of routine electrical systems.
- Perform field review of plans and specifications.
- Apply proper inspection techniques to examine the quality of work and materials and detect deviations from plans, regulations, and standard construction practices.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Building related codes and ordinances enforceable by the City, specifically the California Building Code and Milpitas Municipal Code.
- Principles and techniques of building inspection work.
- Construction contracts and requirements.
- HUD regulations related to housing rehabilitation.
- Lead-based paint.
- A variety of zoning, general land use, and related City codes.
- Building and related codes including zoning ordinances and other City codes and regulations.
- Accepted safety standards and methods of building construction.

Ability to:

- Advise on standards of construction methods and requirements.
- Prepare and revise project cost estimates and reports.
- Make arithmetical computations rapidly and accurately.
- Establish and maintain effective working relationships with homeowners, developers, contractors, architects, engineers, and the general public.
- Apply City codes and policies regarding zoning and other regulations to field situations.
- Work independently without supervision.
- Enforce necessary regulations with firmness and tact.
- Use Windows, Excel, and Word computer programs.
- Keep abreast of current construction standards, codes, and regulations.

EXPERIENCE AND EDUCATION

Experience:

Three years of responsible experience in the journey level trades or as a contractor in a variety of building construction activities, including some experiences as a building inspector.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's license.

Possession of a Building Inspector Certificate issued by the International Code Council (ICC) is required.

SPECIAL REQUIREMENTS - Essential duties require the following physical abilities and work environment:

Typically, work is performed at construction sites and in an office environment ; exposure to outdoor elements; extensive use of the telephone and radio, repetitive keyboarding on a computer; ability to walk on uneven ground; reach (including overhead), squat, bend, lift, crawl, and, climb; push, pull, and carry up to 50 pounds; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone is essential;

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exposure to construction-related chemicals and products; may be required to crawl in confined spaces.

Approved By:

City Manager

Date

Human Resources Director

Date