

## **COMMUNITY DEVELOPMENT INSPECTOR**

Salary Range: 30 (Public Service Salary Schedule)

### **DEFINITION**

Under general supervision, performs plan checking and field inspections of development projects to ensure compliance with Planning Commission and City Council conditions of approval, the zoning code, applicable municipal code sections, City ordinances and department policies; assists project applicants in meeting City requirements by conferring with architects, engineers, and contractors; troubleshoots design and construction problems; reviews permit applications, plans, and supporting documents for completeness, sufficiency, conformance with legal standards, and compliance with City requirements; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an advanced journey-level classification and represents a combination of plan checking and field inspections. Incumbents are expected to work independently exercising initiative and judgment with general direction, and to provide lead direction to lower-level technical and clerical staff. This class is distinguished from the Building Inspector class series in that the latter performs routine to complex combination inspections of residential, commercial and industrial building sites to enforce building, plumbing, mechanical, electrical, housing and environmental codes and other governing laws and ordinances.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Chief Building and Code Enforcement Official. May exercise technical and functional direction over assigned staff.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Reviews building and site development plans, specifications, and calculations of non-residential, and residential projects for compliance with Planning Commission and City Council conditions of approval and applicable codes, ordinances and policies.
- Reviews building permit submittals for proper form, completeness, sufficiency of information, and legal requirements.
- Conducts field inspections during various stages of site and building construction of commercial, multi-family, and residential projects to ensure compliance with approved plans, construction documents, Planning Commission, and City Council conditions, zoning codes and other rules and regulations.
- Troubleshoots design and construction problems and works with applicants to develop alternative compliance methods; meets with construction superintendents and designers to review field conditions and discuss potential project issues; prepares detailed correction lists and re-inspects mitigation processes.

- Oversees and assists in the referral and processing of building permits, ensuring that all pertinent application requirements are met.
- Determines compliance with applicable codes, ordinances and policies using standard measuring tools and doing mathematical calculations to determine square footage, setbacks, distances, and other items related to construction plan or field inspection compliance.
- Assists homeowners, builders, architects and contractors with planning and permit requirements pertaining to their project; answers questions, responds to complaints, troubleshoots problems.
- Works closely with various City departments to conduct reviews and answer questions from the public.
- Calculates and/or reviews all commercial and multi-family building permit and plan check fees; collects such fees and issues receipts.
- Issues building permits, and oversees complex permit processing.
- Researches parcel maps, final maps, subdivision improvement plans and other City documents to determine project compliance and status.
- Oversees the residential and commercial addressing process.
- Routes plans to various City departments and/or divisions for review and sign-off; tracks plans and ensures their return in a timely manner.
- Compiles data and prepares reports and summaries related to assigned activities including those for City Council, outside agencies, other City departments, and other agencies as required.
- Conducts field review as necessary to assess all pertinent issues of the assigned project.
- Provides lead direction to technical and clerical staff, as required.
- Maintains files, records, and schedules related to inspections and plan checks; submits inspection reports as required; prepares comprehensive plan check correction lists.
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Basic supervisory principles and practices.
- Principles and practices of field inspection including use of measuring tools.
- Applicable Federal, State and local laws, regulations and codes relating to urban planning and building sufficient to answer questions and provide information to the public; applicable fire, zoning and related laws and regulations.
- City ordinances, codes, and regulations pertaining to assigned area of responsibility including those pertaining to permit approval.
- Various zoning and planning procedures and requirements.
- Various construction types and building inspection procedures and requirements.
- Plan review and inspection procedures.
- Principles and practices used in building and planning processes.

- Organization, procedures, and operating details of the Community Development Department.
- Business letter writing and basic report preparation.
- Approved and modern materials and safety used in building construction.
- Drafting and graphic presentations.
- Occupational hazards and standard safety practices necessary in the area of field inspection.
- Mathematical principles including algebra, geometry, and trigonometry.
- Modern office practices, methods, and computer equipment.
- Principles and procedures of record-keeping.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations.
- Techniques for dealing with the engineers, developers, contractors, City staff, and representatives of other agencies in an effective manner.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Planning, scheduling, assigning, and overseeing activities of an efficient landscape maintenance and repair program.
- Identifying and implementing effective course of action to complete assigned work.
- Inspecting the work of others and maintaining established quality control standards.
- Training others in proper and safe work procedures.
- Interpreting and effectively explaining City policies, procedures, fees, and planning, zoning, and building ordinances, codes, and regulations to the general public, permit applicants, and City staff.
- Conducting plan reviews and field inspection for planning related items.
- Organizing and maintaining a variety of files and records including those pertaining to permit approvals.
- Coordinating and monitoring the progress of permit approvals through City departments and outside agencies; actively assisting customers in obtaining permits.
- Reading, understanding, and interpreting construction plans, specifications and maps for conformance with City standards and policies.
- Performing detailed, technical and specialized planning and zoning and/or permit and inspection support work.
- Responding to complaints or inquiries from citizens, staff, and outside organizations.
- Establishing, maintaining and researching a variety of files and records.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Analyzing and compiling technical and statistical information.

- Preparing clear, effective and accurate reports, correspondence, change orders, specifications and other written materials.
- Making accurate mathematic computations.
- Representing the department and the City effectively in meetings with other departments, public and private organizations and individuals.
- Making sound, independent decisions within established policy and procedural guidelines.
- Organizing own work and work of others, setting priorities and meeting multiple deadlines.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establishing and maintaining effective relationships with those contacted in the course of the work.

**Minimum Qualifications:**

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

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of increasingly responsible experience as an assistant planner, building inspector, or journey-level building or planning technician at a level equivalent to the Community Development Technician II at the City of Rocklin. An Associate's of Arts degree in Building Inspection Technology may be substituted for one year of experience.

**GENERAL QUALIFICATIONS****License Requirements:**

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-to-case basis.
- Certification equivalent to a Building or Zoning Inspector or Building Technician by the International Conference of Building Officials or the International Code Council is desirable.

**Physical Requirements**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; color vision to review plans, maps and specifications; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and

closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 40 pounds.

**Working Conditions**

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

May be required to work various shifts on evenings, weekends and holidays. May be required to attend off-hour meetings.

**FLSA: NE**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: July 2007*