



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ASSOCIATE BUILDING INSPECTOR

(Classification Specification)
(Classified)

JOB SUMMARY

The Associate Building Inspector is an entry-level position in the Building Inspector series found in the Building and Safety Department. Under general supervision, to inspect less complex building and structures, such as residential buildings, in all phases of construction, alteration and repair for compliance to City codes and applicable state laws, as well as adherence to plans, specifications and safety regulations; to determine that buildings or any other structures and land usage are in conformity with health and safety regulations; to issue permits; to assist in enforcing environmental regulations and to do related work as required.

SUPERVISION RECEIVED

The Associate Building Inspector may report directly to Director of Building and Safety, manager, or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Associate Building Inspector. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Inspects less complex buildings and structures for conformance to building and related codes.
- Checks methods of construction and quality of materials.
- Assist with rechecks conformance of plans to correction sheets.
- Keeps records and submits reports.
- Checks routine plans and specifications for compliance with State law and codes regulating buildings as adopted by the City.
- Confer and assist architects, contractors, builders and the general public in understanding the legal requirements.
- Assist with making changes or corrections where necessary.
- Assist with issuing building, electrical, plumbing, mechanical and any other permits as required and tracks information using computer software.
- Determines that buildings or any other structures and land usage are in conformity with health and safety or zoning regulations.
- Assists in the enforcement of environmental regulations pertaining to matters such as signs, oil wells, noise, litter, or any other pollutant to the environment.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or equivalent;
- One (1) year of recent experience as a Journeyman Plumber/Electrician, Construction Job Superintendent, Carpenter and/or as an Inspectors specializing in of the a aforementioned areas or allied fields.
- One (1) year previous, work experience as a Plans Examiner, Building Permit Technician or other related roles.
- Any combination of education and experience that clearly provides the required knowledge, skills and abilities is qualifying.

Knowledge and Abilities

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of the Uniform Building Code and State housing laws enforceable by a the City.
- Knowledge of model Plumbing Code, Electrical Code, zoning ordinances, and State and County health codes as related to construction.
- Knowledge of planning and zoning ordinances and regulations, and rules of civil procedure.
- Knowledge of permit issuance guidelines.
- Ability to analyze, interpret, and check building plans and specifications for compliance to City codes and other applicable laws and for minor structural requirements.
- Ability to prepare clear and comprehensive written reports and correction sheets.
- Ability to maintain cooperative working relationships with engineers, architects, contractors, City staff and the general public.
- Ability to obtain compliance to City codes and other applicable laws for less complex buildings and structures erected, altered or repaired.
- Ability to confer and assist architects, contractors, builders and the general public in understanding the may legal requirements and assist with making changes or corrections where necessary.

Licenses, Certificate and/or Special Requirements

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Must possess a Commercial Combination Inspector (C5) ICC certification at the time appointment.

PHYSICAL DEMANDS

While performing the duties of this class, the employee is frequently required to sit, stand, and walk, and regularly operate a motor vehicle. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing up to 50 pounds. During inspections, the employee inspects commercial and residential sites, walks on uneven terrain, climbs ladders and stairs and accesses temporary or construction access points. Sensory demands include the ability to see, talk, and hear.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK CONDITIONS

The employee constantly works in both office and field settings. In the office, the employee works in controlled temperature conditions. In the field, the employee is exposed to traffic and motor vehicle fumes, mechanical and/or electrical hazards, construction noise, and potentially hazardous physical substances. When performing inspections, the employee drives to specified locations and may work at various heights above ground to conduct roof and attic inspections and may also work in confined spaces. Noise levels are moderately loud when outdoors. The employee may interact with upset owners, contractors, developers, and other parties in interpreting and enforcing departmental policies and procedures. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt

Bargaining Unit: HMEA

Civil Service Status: Classified

CSC Approved: