

BUILDING INSPECTION ASSISTANT
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to the Building Division of the Public Works Department. May be assigned to Building Inspection, Plan Check or Code Enforcement and perform related work as required

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

To provide assistance to Building Inspection, Plan Check, and Code Enforcement

To perform duties that would assist in permit issuance, plan review, building inspection and code enforcement.

Conduct simple plan review such as swimming pools and master plans; issue simple over the counter permits such as water heater and roof permits.

Conduct simple inspections such as gas pressure tests, drywall nail inspections and slab inspections.

Issue simple over the counter permits such as water heater and roof permits.

Conduct code enforcement inspections; remove sign violations.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic knowledge of related codes and ordinances enforceable by the City.

Principles and practices of research methods and sources of information code enforcement.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Modern office equipment, methods, procedures, and computer hardware and software.

Building Inspection Assistant

Part Time, Temporary

- 2 -

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk long distances; intermittently interpret policies and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently, lift sheetrock/ lumber; climb scaffold/ladder; jump over ditches; crawl in attics; inspect roofs; perform overhead inspections; avoid falling objects; walk on floor joists at elevated levels; balance self on joists/rafters; read blueprints; inspect bolt/nut connections; use small hand tools; inspect color coded wiring; hear over loud noises at construction sites; lift or carry weight of 25 pounds or less.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Learn to operate a computer as necessary to perform job duties.

Understand and carry out written and oral directions.

Deal tactfully with customers.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

One (1) year construction experience in the field or office or one (1) year of education relating to building inspection or code enforcement.

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Building Inspection Assistant

Part Time, Temporary

- 3 -

Possession of a valid California driver's license by date of appointment.

04/03/19

07/16/09

04/28/05 Building Inspection Assistant