RESOLUTION - ACTION REQUESTED 2017-245

MEETING: May 2, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve Amendments to the Plan Checker/Inspector Job Description

RECOMMENDATION AND JUSTIFICATION:
Approve amendments to the Plan Checker/Inspector job description effective immediately.

The Building Department Director has a need for an Extra-Help Plan Checker/Inspector position. Before recruiting for the Extra-Help position, the Director has determined that changes to the job description are necessary. These changes accurately reflect the current functions and requirements of the classification.

One noted change is to amend the minimum qualifications to allow a California Licensed Engineer or California Licensed Architect to qualify for the position, providing a significant benefit to the County. Although the credentials of these licensed professionals are superior to ICC (International Code Council) certification, no salary increase is requested at this time.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
From time to time, the Board approves amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve proposed amendments to the Plan Checker/Inspector job description and the current functions and requirements will not be accurately reflected.

FINANCIAL IMPACT:
No Financial Impact

ATTACHMENTS:
Plan Checker-Inspector draft (DOC)

CAO RECOMMENDATION
Requested Action Recommended
RESULT:  ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:  Rosemarie Smallcombe, District I Supervisor
SECONDER:  Merlin Jones, District II Supervisor
AYES:  Smallcombe, Jones, Long, Cann, Menetrey
PLAN CHECKER / INSPECTOR

DEFINITION
To provide plan checking services for applicants for building permits and to coordinate the timely and proper processing of permit applications; to interpret and enforce applicable model codes and County ordinances; to perform field inspections of residential and commercial building and related structures in all stages of construction, alteration and repair; to provide information related to California building codes and inspections to the public and County staff; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Building Department Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Reviews construction and/or alteration plans to determine compliance with building codes and regulations.

Coordinates the timely and proper processing of building permit applications.

Interprets and enforces the applicable model codes and ordinances.

Performs field inspections of residential, commercial and industrial buildings and other structures under construction, alteration and repair for compliance to building plans, California Building Codes and local laws, ordinances and regulations.

Inspects construction framing, foundations, concrete, plastering and masonry, tile work, and plumbing installations on new construction and alterations for code compliance purposes.

Makes field and code enforcement inspections to check for hazardous conditions and complaints.

Reviews construction and/or alteration plans to determine compliance with building codes and regulations.

Inspects the quality of materials used in construction projects.

Conducts and certifies final inspections.

Inspects set-backs from property lines and boundary determinations to ensure compliance with approved plans, codes and ordinances.

Schedules and conducts meetings with contractors, developers, engineers, architects, and property owners for construction planning and inspections at various stages of completion.

Writes and issues correction notices for construction deficiencies, plan review, and performs re-inspections to ensure that deficiencies have been corrected.
Provides information to contractors, developers, engineers, architects, and property owners regarding building codes and related ordinances, regulations and requirements.

Monitors and interprets changes in building code requirements and new construction techniques.

Issues and posts stop work, prohibited occupancy or hazardous condition notices on construction sites and existing structures which fail to meet code.

Investigates complaints of alleged violations of building codes and ordinances.

Maintains inspection logs and documentation, and prepares required reports.

Performs general clerical work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, assisting customers at the front desk and over the telephone, etc.

Assists other Building Department staff as needed.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
California building, plumbing, electrical and mechanical codes; state housing laws; occupancy, health and safety codes; zoning ordinances.

Principles and techniques of building inspection work.

Principles of structural design and engineering mathematics.

Safety standards, materials and methods used in the construction of commercial, industrial and residential buildings.

Research methods and sources of information related to building code enforcement.

Principles and practices of record-keeping.

Record-keeping and report writing techniques.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Safe work practices.
Ability to:
Learn, understand and interpret local laws, ordinances, requirements and regulations related to building inspection activities and operations.

Read and interpret building and construction plans, blueprints, diagrams, specifications and building codes.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.

Advise on standard construction methods and requirements for residential, commercial and industrial buildings.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Make mathematical calculations rapidly and accurately.

Work independently in the absence of supervision.

Understand and carry out written and oral instructions.

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

Communicate clearly and concisely, both orally and in writing.

Prepare and maintain accurate work records and reports.

Operate a County vehicle safely.

TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, heights, fumes, dusts, vibration, working at heights.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 50 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and
a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:
Three years of increasingly responsible experience in the building and/or construction trades.

Education:
High school diploma or GED equivalent.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

AND

Possession of, or the ability to obtain within 18 months of employment, an ICC certificate as a Plans Examiner and possession of, or the ability to obtain within 18 months of employment at least two building inspection certificates issued by the ICC, or a combination ICC inspection certificate.

OR

A California Licensed Engineer or California Licensed Architect.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.