



EMPLOYMENT OPPORTUNITY

Community Development Inspector **Community Services Department**

Salary: \$4,455 monthly / G11 / Step 1

Filing Deadline: 5:00 PM, Tuesday, March 28, 2023

The City of El Centro is seeking to fill a vacant full-time position of Community Development Inspector in the El Centro Community Services Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above.

Summary: Under general supervision, inspects dwellings and recommends rehabilitation work; prepares preliminary cost estimates; requests, approves, and monitors contract work; performs related responsibilities as required.

Distinguishing Characteristics: This position receives supervision from the Economic Development Manager and Community Services Director and receives functional direction from the Community Development Specialist I.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Physically inspects structural condition of dwellings of residents requesting rehabilitation loans.
- Recommends structural, electrical, plumbing, heating, cooling, and finishing work on redevelopment housing.
- Prepares work order estimates for recommended rehabilitation work.
- Jointly meets with Community Development Specialist, resident, and contractor to explain construction project, documentation, and obtain contract approval signatures.
- Monitors phases of construction; maintains detailed records of inspection activities.
- Prepares notice of completion, lien release, and related documents.
- Verifies that contractors have current licenses to perform work.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

QUALIFICATIONS GUIDELINES

Education/Experience/Training:

REQUIRED:

- High School diploma or equivalent.
- Four (4) or more years of experience or equivalent training involving building construction and inspection work.
- Possession of a valid International Conference of Building Officials (ICBO) Building Inspectors License or possess such certification within one (1) year of employment in the position.
- Possession of a valid Class C California driver's license and an acceptable driving record.
- Speak and understand Spanish and English fluently.
- The City will follow any vaccine and testing regulations imposed by state and/or federal government.

DESIRABLE: Course work in computer aided drafting, civil engineering, building, plumbing, mechanical and electrical construction.

Knowledge, Skills and Abilities:

- General construction knowledge including specialty trade knowledge in plumbing, electrical wiring, and wood construction framing; considerable knowledge of state uniform building and electrical codes and local health and safety ordinances; building construction procedures, practices, and materials; basic math.
- Utilize common inspection related tools.
- Operate standard office equipment.
- Independently inspect structures for compliance with state and local building codes, ordinances and requirements.
- Set priorities of work to be done based on risk to health and safety; work tactfully with residents in identifying rehabilitation work to be done.
- Determine when building should be reconstructed versus rehabilitated.
- Compute estimated construction costs.
- Communicate and work cooperatively with staff, vendors, contractors and public and private representatives.
- Recommend construction methods and techniques that will comply with codes, ordinances

and requirements.

- Complete legible and accurate records of building inspections; maintain list of approved contractors.
- Maintain material pricing knowledge.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an indoor office environment, private residences, and outdoors at active construction sites.
- Required to sit, stand or walk for extended periods.
- Required to use hands to finger, handle, grip, grasp or feel objects.
- Required to hear and speak to exchange information in person or on the telephone.
- Required to communicate verbally and in writing.
- May be required to travel to and from meetings, on-site visits to various locations and interact with a variety of people.
- May be required to perform public speaking.
- May be required to bend, stoop, kneel, crawl and crouch.
- May occasionally lift and/or move up to 25 pounds.

Equipment and Tools Utilized:

- Personal computer, copier, fax and other standard office equipment.
- Radios, cell phones and other communication devices.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.