



EMPLOYMENT OPPORTUNITY

Building Inspector **Community Development Department**

Salary: \$4,251 / monthly / G10

Filing Deadline: 5:00 PM, Thursday, April 4th, 2024

The City of El Centro is seeking to fill a vacant full-time position of Building Inspector in the El Centro Community Development 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, conducts field inspections of residential, commercial, industrial, office, or other construction projects to ensure structural compliance with state codes and local ordinances; performs related responsibilities as required.

Distinguishing Characteristics: Receives supervision from the Assistant Community Development Director and the Community Development Director.

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 various phases of residential and commercial building activity as requested by contractors, builders or general public to ascertain compliance with state codes and local zoning ordinances.
- Explains codes, requirements and rules and recommends work methods as requested to conform with building requirements.
- Documents violations and recommends corrective actions.
- Enforces sign and zoning codes by performing field inspections of public rights-of-way for non-compliant temporary signs.
- Maintains detailed records of inspection activities.
- Performs a variety of municipal code enforcement duties.

MINIMUM QUALIFICATIONS

Knowledge of:

- Uniform Housing Code and California Building, Plumbing, Mechanical, and Electrical Codes.
- Local zoning, occupancy and health and safety ordinances.
- Building construction methods, materials and techniques.
- Basic principles of mathematics.

Skills:

- Operate standard office equipment and inspection tools.
- Operate office computer and applicable software including permit tracking systems.

Ability to:

- Independently inspect structures for compliance with state and local building codes, ordinances and requirements.
- Read and understand blueprints and other construction documents.
- Work tactfully and effectively with construction and development professionals, property owners, and the general public to secure voluntary compliance with standards.
- Communicate and work cooperatively with staff, vendors, contractors, architects, and public and private representatives.
- Recommend construction methods and techniques that will comply with codes, ordinances and requirements; complete legible and accurate records and correction notices.

TRAINING AND EXPERIENCE: Two (2) years of experience or training involving building construction and inspection work.

EDUCATIONAL REQUIREMENTS

Required:

- High School Diploma or the equivalent to High School graduation.

Desired:

- Course work in civil engineering, building, plumbing, mechanical and electrical construction.

LICENSING / CERTIFICATION REQUIREMENTS:

- Valid International Conference of Building Officials (ICBO) Building Inspectors License or possess such certification within one (1) year of employment in the position.
- California Class C driver's license and an acceptable driving record must be maintained.

Environmental Factors and Working Conditions:

- Work is performed outdoors and can be exposed to extreme temperature changes.
- Frequently required to use hands to finger, handle, grip, grasp or feel objects, tools or controls.
- Frequently required to reach forward, upward, downward with hands and arms.
- Frequently required to listen to noises and sounds emitted by operating equipment.
- Frequently required to drive City vehicles that have either an automatic and standard transmission.
- Frequently required to stand on concrete, asphalt and soft soil surfaces.
- Frequently required to stoop, kneel, bend, run, climb, lay, crouch, or crawl to perform duties.
- Frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds.
- Occasionally required to use a ladder and must maintain balance during this activity.

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.