CITY OF BRAWLEY
JOB ANNOUNCEMENT

DEPARTMENT:	Building
POSITION:	Building Inspector
SALARY:	$4,933.16 per month
EXAM TYPE:	Written
DUTIES:	See job description
QUALIFICATIONS:	One year experience in municipal building inspection or three years of journey level experience in construction trades or as a contractor. An Associate Degree or Certificate of Completion from an accredited building inspection technology program required. ICBO certification is desired. This position requires a valid California driver's license. Bilingual (Spanish/English) is a plus.
APPLY TO:	Personnel – City Administration Offices 383 Main Street Brawley, CA 92227 (760) 351-3057
APPLY BY:	Open Until Filled

(Re-Posted 2/10/2022)

COMMUNITY DEVELOPMENT SERVICES

BUILDING INSPECTOR

Definition:

Under general supervision, the Building Inspector reviews construction plans for compliance with Building Codes and Municipal Ordinances; conducts field inspections on residential, commercial, and industrial structures for compliance. Performs responsibilities relating to City's housing rehabilitation program.

Examples of Duties:

Duties may include, but are not limited to, the following:

- Reviews building plans and specifications for compliance with Building Codes, Energy Codes, Mechanical and Plumbing Codes, and City Ordinances.
- Inspects buildings during construction, removal, alterations, and repairs for compliance with approved plans, codes, and ordinances.
- Conducts safety inspections of structures for hazards relative to Health and Safety Standards and makes recommendations for corrections.
- Issues permits required under City Ordinances.
- Answers questions from citizens concerning construction codes and standards and maintains positive public relations.
- Maintains necessary records, documents and files.
- Conducts investigations to enforce zoning ordinance and issues abatement notices.
- As directed, under general supervision of Development Services Director, serves as housing rehabilitation inspector.
    - Conducts preliminary housing inspections to determine housing in need of rehabilitation.
    - Prepares work write-ups/job specification packages, including work design plans and cost estimates to provide homeowner, contractor, and State with accurate information.
    - Monitors contractors' work and conducts final inspections to ensure compliance with Building and Housing Codes and Regulations.
    - Coordinates with private and government agencies on technical matters to ensure that rehabilitation is proceeding in an appropriate and orderly fashion.
    - Assists in preparing complete housing case files to maintain accurate record of housing rehabilitation program.

Revised: 06/29/2021

  - Prepares bid documents and opens bids.
  - Conducts site inspections as requested by other City departments for field information.
  - Instructs homeowners on how to prepare and submit plans for approval and permitting.

- Answers phones and directs calls as needed.

- Answers questions posed by the public pertaining to Building Division and general City operations.

- Able to direct / refer members of the public to appropriate person or agency governing questions posed.

- Draft and prepare contracts for abatement of nuisances in compliance with State laws and prevailing wage requirements.

- Other duties as assigned.

Knowledge and Abilities

- Knowledge of building construction methods and materials, State and local laws relating to construction.

- Ability to read and interpret building plans and specifications and to explore their application in building construction; to prepare clear written reports; to interface effectively with and obtain the cooperation of persons connected with the building trades.

- Must be able to operate basic office equipment including computers, calculators, printers, copiers, etc.

- Familiar with Microsoft Office suite and able to prepare formal written correspondence.

- Ability to provide excellent customer service to co-workers and the public.

Experience and Education

One (1) year experience in municipal building inspection or three (3) years of journey level experience in construction trades or as a contractor. An Associate Degree or Certificate of Completion from an accredited building inspection technology program required. ICBO certification is desired. A valid California Driver's License is required. Bilingual (English/Spanish) is a plus.

Physical Demands

- Requires work outdoors with extreme heat.

- Must be able to traverse uneven ground.

- Must be able to lift fifty pounds unassisted.

Revised: 06/29/2021