



CLASS SPECIFICATION
Code Administration Specialist

CLASS SERIES	BAND/GRADE/SUBGRADE	FLSA STATUS
Code Administration	B23 - B24	Non-Exempt

CLASS SUMMARY: This class is the second level in a four-level Code Administration series. As assigned, incumbents perform field and records inspections of construction, building, code administration systems including code violations, animal control issues, electrical, plumbing and mechanical installations.

DISTINGUISHING CHARACTERISTICS: Positions in this classification work primarily in the field, enforcing City codes, ordinances, regulations; performing inspections; ensuring that work occurs according to plans or specifications; and investigating complaints.

ESSENTIAL DUTIES: This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Identifies and inspects reported problems and investigates complaints; responds to citizen inquiries.
- Assists violators in understanding and making acceptable corrections to problems, seeking voluntary compliance.
- Reviews plans and documents.
- Issues permits and/or citations depending upon assignment.
- Coordinates with other City departments related to specific assignment.
- Ensures safety procedures are followed.
- Performs other duties of a similar nature and level as assigned.

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to **Building Inspection** functions may also be responsible for:

- Investigating complaints and potential violations of building codes and/or hazards and compiling reports;
- Approving and certifying final inspections; issuing Certificates of Occupancy and notices of non-compliance;
- Performing daily inspections of projects for compliance with adopted building, mechanical, electrical, plumbing, green and energy codes, health and safety codes, business and professions codes, zoning codes, and other applicable laws and ordinances;
- Approving construction plans and documents related to Building Permits;
- Providing informational resource to the general public and staff at the public counter; and
- Providing technical support to the Code Administration Supervisor as assigned.

Positions assigned to **Code Compliance Officer II** functions may also be responsible for:

- Responding to citizen complaints and dispatch requests;
- Investigating animal bites and arranging for quarantine of aggressor animal;
- Investigating code enforcement complaints; and
- Issuing citations for violation of laws, ordinances and codes.

Positions assigned to **Construction Inspection** functions may also be responsible for:



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- Inspecting on-site and off-site public works improvements including streets, storm drains, grading, signing and striping, and landscaping including storm water quality and air quality (PM 10) compliance;
- Ensuring project compliance with Statewide general Construction Permit;
- Assisting the Traffic Engineer with sign surveys and preparing work orders for citizen requests;
- Providing drafting and Geographic Information System (GIS) support to the Department;
- Monitoring work of consultants and contractors and ensuring conformance with engineering specifications;
- Performing routine field tests; and
- Conferring with Engineering staff on design problems and recommending possible solutions.

Positions assigned to **Plans Examiner** may also be responsible for:

- Performing plan check activities: reviews building and construction plans and associated documents for compliance with adopted building, mechanical, electrical, plumbing, calgreen and energy codes, health and safety codes, business and professions codes, zoning codes, and other applicable laws and ordinances;
- Calculating construction valuations, developer impact fees, and building permit fees;
- Providing technical resources to Code Administration staff as required;
- Serving as a reserve building inspector;
- Providing informational resources to building inspectors, public counter support, and issuing permits; and
- Investigating complaints and potential violations of building codes and/or hazards as assigned by supervisor.

TRAINING AND EXPERIENCE: High School Diploma or GED and, as assigned, four (4) years of code enforcement and/or building construction/planning related experience. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Class C California Driver's License.
- ICC Certification as Building Inspector is required for some assignments.
- PC 832 is required within six (6) months of hire for some assignments.

KNOWLEDGE OF:

- Applicable local, state and federal laws, rules and regulations;
- Safety standards;
- City maps, location of streets and all areas around the City;
- Record-keeping techniques;
- Technical report writing techniques;
- Modern office procedures;
- Modern office equipment; and
- Principles of customer service.

Positions assigned to **Building Inspection** functions may also require knowledge of:



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- All types of building construction materials and methods; and
- Plan review process.

Positions assigned to **Construction Inspection** functions may also require knowledge of:

- Methods and techniques of public works inspection;
- Principles of Public works construction;
- Basic civil engineering principles; and
- Field-testing techniques for soil and concrete, asphalt mix and paving, and storm drain system construction.

Positions assigned to **Plans Examiner** may also require knowledge of:

- All types of building construction materials and methods; and
- Principles of building inspection.

SKILL IN:

- Tact and diplomacy;
- Remaining calm and professional when dealing with difficult customers or situations;
- Ability to use judgment in non-routine situations;
- Reading maps and/or plans;
- Basic mathematical computations;
- Operating testing, measuring and other inspection equipment;
- Impartially investigating and evaluating complaints;
- Preparing citations, logs, records, and reports;
- Applying local, state and federal laws, rules and regulations;
- Operating modern office equipment;
- Operating a computer and relevant software applications; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS: Positions in this class typically require: stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Some assignments may require HeavyWork: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.