



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: COMBINATION BUILDING INSPECTOR AIDE I - II

DEFINITION: Under supervision, assists and receives training in permit processing for new construction or in code enforcement inspections and investigations to insure compliance with various codes and regulations pertaining to building construction, zoning, business licenses, fire prevention, housing-related health codes, assisted housing, housing rehabilitation, property maintenance such as weeds, trash, paint, abandoned vehicles, signage and other nuisance issues.

DISTINGUISHING CHARACTERISTICS:

Grade Level I Performs routine duties under close supervision.

Grade Level II Performs more complex duties under minimal supervision; Grade level II requires 18 college semester units or their equivalent in Building Inspection Technology, Engineering or Architecture, Code Enforcement, Fire Science Technology, Biology, Environmental Health, or related field and two years of experience making inspections issuing permits, or working under a journeyman.

EXAMPLES OF DUTIES:

- Reviews plans of routine building, plumbing, electrical and mechanical facilities for compliance with code regulations;
- Initiates construction or installation changes to meet code requirements;
- Processes permit applications at the public counter;
- Prepares reports and maintains records in central files which may include typing related to permits and inspections;
- Conducts routine field inspections and investigations to insure compliance with various codes and regulations pertaining to building construction, zoning, business licenses, fire prevention, housing-related health codes, assisted housing, housing rehabilitation, property maintenance such as weeds, trash, paint, abandoned vehicles, signage and other nuisance issues.
- Issues citations and notices of violation and works with residents, property and business owners to correct violations;
- Researches case histories, property ownership records, and other records and conducts surveys to gather data;
- Takes photographs and prepares citations, reports, and information for City Attorney/City Prosecutor use at hearings and in court;

- Explains, interprets, and makes presentations of ordinances, codes, laws, rules and regulations of elementary difficulty to residents, groups, agencies, businesses and other entities;
- Makes referrals to appropriate City departments;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Completion of nine or more college semester units or their equivalent in Building Inspection Technology, Engineering or Architecture, Code Enforcement, Fire Science Technology, Biology, Environmental Health, or related field; or One year of experience making inspections to insure compliance with various codes and regulations pertaining to building construction, zoning, business licenses, fire prevention, housing-related health codes, assisted housing, housing rehabilitation, property maintenance, and other nuisance issues; or One year of experience with primary responsibility for issuing permits in compliance with various codes and regulations pertaining to building construction, zoning, business licenses, fire prevention, housing-related health codes, assisted housing, housing rehabilitation, property maintenance, and other nuisance issues; or One year of experience in carpentry or plumbing or electrical work under the immediate supervision of a journeyman;

Ability to communicate effectively both orally and in writing with employees, the public, and members of various organizations and outside agencies;

Ability to deal effectively with persons of diverse ethnic, social and economic backgrounds;

Ability to perform routine arithmetic calculations.

Willingness to occasionally work evenings, weekends and holidays;

A valid California driver's license.

DESIRABLE QUALIFICATIONS:

- Bilingual (English/Spanish or English/Asian language) capability
- Ability to effectively use personal computers and applications.
- ICBO/ICC certification

HISTORY:

Established:	8/11/2004
Approval/Adoption Dates:	6/23/1980