



Agenda Item No. E-4

DATE SUBMITTED 9/8/2021  
 SUBMITTED BY COMMUNITY DEVELOPMENT DIRECTOR  
 DATE ACTION REQUIRED 9/15/2021

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS ~~(X)~~ em

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: BUILDING INSPECTOR I, II, III POSITIONS 1. Approval of classification, salary range, and job description for Building Inspector position(s) I/II/III	
DEPARTMENT INVOLVED:	COMMUNITY DEVELOPMENT
BACKGROUND/SUMMARY:  Because of recent vacancies, Community Development is undergoing a reorganization. Approval of these proposed job classifications will provide flexibility in filling the vacant building inspector position and provide for future growth.	
FISCAL IMPACT: There is no fiscal impact as the proposed position will be funded by a vacancy.	ADMIN SERVICES SIGN INITIALS <u></u>
STAFF RECOMMENDATION: Staff recommends to approve the classification, job description and salary range as presented.	DEPT. INITIALS <u>DM</u>
MANAGER'S RECOMMENDATION: <p style="text-align: center;"><i>approve</i></p>	CITY MANAGER'S INITIALS <u></u>
MOTION: SECONDED: AYES: APPROVED ( ) REJECTED ( ) DISAPPROVE ( ) DEFERRED ( ) NAYES: ABSENT: D REFERRED TO:	

**CITY OF IMPERIAL  
JOB DESCRIPTION**

**BUILDING INSPECTOR I**

RANGE 75

UNION: TEAMSTERS LOCAL UNION #542

FULL TIME | FLSA NON-EXEMPT

DEPARTMENT: COMMUNITY DEVELOPMENT DIRECTOR

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**DEFINITION:**

Under the direction of the Chief Building Official (CBO), learn to answer questions regarding building construction, alteration, and repair inquiries; review, accept, and correct building permit applications and assist in properly filling out and preparing submittals. Attends meetings, trainings, and seminars as directed. The Building Inspector I is a training classification, and works under supervision of CBO, Building Inspector III, and Building Inspector II. This classification learns inspection procedures, policies, and applicable laws and regulations: Building, Housing, Electrical, Plumbing, Mechanical, and related codes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Make field inspections of all aspects of building construction for compliance with applicable codes, ordinances, and regulations.
- Performs technical review of building and construction plans.
- Calculates building permit costs and fees.
- Acts as a resource to the general public, contractors, design professionals and other interested parties on matters relating to code requirements, construction techniques and practices.
- Investigates violations of municipal codes and conducts enforcement action.
- Communicates and coordinates regularly with other appropriate parties to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Make use of GIS, database, drafting and graphic software to develop informative graphics and datasets that facilitate the decision-making process of the City Council and senior City staff from various departments and divisions
- Provides staff support in the development, maintenance, update and retrieval of information from various GIS related files and relational databases of the City's Geographic Information System (GIS).

**OTHER DUTIES:**

- Perform related duties as assigned.
- Assist with Building Inspector II, Building Inspector III, CBO, and Community Development projects as directed.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

Building Inspector I

- Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**Licenses and other Requirements:**

- Valid California Class C driver's license.

**Knowledge, Skills, & Ability:**

- Considerable knowledge of the methods, procedures and techniques involved in the review, inspection and enforcement of municipal codes and applicable State and Federal requirements.
- Knowledge of the Uniform Building and associated Codes.
- Ability to examine workmanship and material and to detect deviation from plans, regulations and standard construction methods and requirements.
- Ability to perform mathematical calculations using algebra, geometry, and trigonometry.
- Ability to establish and maintain effective working relationships with city personnel, state and federal agencies and private organizations as needed.
- Ability to operate a computer and specialized software such as AutoCAD and ArcGIS.
- Possession of an ICC Certification is desirable.
- Possession of a valid California Driver's license is required.
- Ability to communicate effectively, both orally and in writing.
- Ability to prioritize and organize multiple projects.

**WORKING CONDITIONS:**

**Work Environment & Physical Demands:**

- While performing essential job duties, incumbent is regularly required to stand, walk, talk, smell and hear. The incumbent is occasionally required to climb, balance, bend and crawl.
- Also required is an individual with normal hearing (corrected to within a normal audio range) for significant contact with the public and other employees.
- Physical inspection of project work and building sites requires an incumbent to be ambulatory and to possess a reasonable degree of manual dexterity.

**CITY OF IMPERIAL  
JOB DESCRIPTION**

**BUILDING INSPECTOR II**

RANGE 77

UNION: TEAMSTERS LOCAL UNION #542

FULL TIME | FLSA NON-EXEMPT

DEPARTMENT: COMMUNITY DEVELOPMENT DIRECTOR

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**DEFINITION:**

Under the direction of the Chief Building Official (CBO) and Building Inspector III, provide work direction, guidance, and training to Building Inspector I. Perform review of plans and resolve issues on complex buildings and structures; inspection of buildings and structures in all stages of construction, alteration and repair; enforcement of all applicable municipal codes related to zoning, land use, Building Code, Housing Code, Electrical Code, Plumbing Code, Mechanical Code, and other related codes; providing staff support in the development, maintenance, update and retrieval of information from various GIS related files and relational databases of the City's Geographic Information System (GIS). This is a journey level position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Make field inspections of all aspects of building construction for compliance with applicable codes, ordinances, and regulations.
- Performs technical review of building and construction plans.
- Calculates building permit costs and fees.
- Acts as a resource to the general public, contractors, design professionals and other interested parties on matters relating to code requirements, construction techniques and practices.
- Investigates violations of municipal codes and conducts enforcement action.
- Communicates and coordinates regularly with other appropriate parties to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Make use of GIS, database, drafting and graphic software to develop informative graphics and data sets that facilitate the decision-making process of the City Council and senior City staff from various departments and divisions.
- Oversees the direction of Building Inspector I on compensation and repair orders/Instructions.
- Performs other related duties as required.

**OTHER DUTIES:**

- Perform related duties as assigned.
- Assist with CBO and Community Development projects as directed.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination equivalent to the following: 2 years as a Building Inspector, an Associate degree with two (2) years related construction management/inspection, or equivalent combination of experience and training which provides the knowledge and abilities to perform the work.

**Licenses and other Requirements:**

- Valid California Class C driver's license.

**Knowledge, Skills, & Ability:**

- Considerable knowledge of the methods, procedures and techniques involved in the review, inspection and enforcement of municipal codes and applicable State and Federal requirements.
- Knowledge of the Uniform Building and associated Codes.
- Ability to examine workmanship and material and to detect deviation from plans, regulations and standard construction methods and requirements.
- Ability to perform mathematical calculations using algebra, geometry, and trigonometry.
- Ability to establish and maintain effective working relationships with city personnel, state and federal agencies and private organizations as needed.
- Ability to operate a computer and specialized software such as AutoCAD and ArcGIS.
- Possession of an ICC Certification Residential or Commercial inspector.
- Possession of a valid California Driver's license is required.
- Ability to communicate effectively, both orally and in writing.
- Ability to prioritize and organize multiple projects.

**WORKING CONDITIONS:**

**Work Environment & Physical Demands:**

- While performing essential job duties, incumbent is regularly required to stand, walk, talk, smell and hear. The incumbent is occasionally required to climb, balance, bend and crawl.
- Also required is an individual with normal hearing (corrected to within a normal audio range) for significant contact with the public and other employees.
- Physical inspection of project work and building sites requires an incumbent to be ambulatory and to possess a reasonable degree of manual dexterity.

**CITY OF IMPERIAL  
JOB DESCRIPTION**

**BUILDING INSPECTOR III**

RANGE 80 MSPC Salary Schedule

FULL TIME | EXEMPT

DEPARTMENT: COMMUNITY DEVELOPMENT DIRECTOR

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**DEFINITION:**

Under the direction of the Chief Building Official (CBO), lead and provide work direction, guidance, and training to Building Inspector II and Building Inspector I. Perform thorough review of plans and resolve issues on complex buildings and structures; inspection of buildings and structures in all stages of construction, alteration and repair; and enforcement of all applicable municipal codes related to zoning, land use, Building Code, Housing Code, Electrical Code, Plumbing Code, Mechanical Code, and other related codes; providing staff support in the development, maintenance, update and retrieval of information from various GIS related files and relational databases of the City's Geographic Information System (GIS). This is a journey level position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Monitors the work of other staff, and performs the more complex inspection duties.
- Make field inspections of all aspects of building construction for compliance with applicable codes, ordinances, and regulations.
- Performs technical review of building and construction plans.
- Calculates building permit costs and fees.
- Acts as a resource to the general public, contractors, design professionals and other interested parties on matters relating to code requirements, construction techniques and practices.
- Investigates violations of municipal codes and conducts enforcement action.
- Communicates and coordinates regularly with other appropriate parties to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Make use of GIS, database, drafting and graphic software to develop informative graphics and datasets that facilitate the decision-making process of the City Council and senior City staff from various departments and divisions.
- Oversees the direction of Building Inspector I/II on compensation and repair orders/Instructions.
- Performs other related duties as required.

**OTHER DUTIES:**

- Perform related duties as assigned.
- Assist with CBO and Community Development projects as directed.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to the following: 3 years as a Building Inspector, an Associate degree with three (3) years related construction management/inspection, or equivalent combination of experience and training which provides the knowledge and abilities to perform the work.

**Licenses and other Requirements:**

- Valid California Class C driver's license.

**Knowledge, Skills, & Ability:**

- Considerable knowledge of the methods, procedures and techniques involved in the review, inspection and enforcement of municipal codes and applicable State and Federal requirements.
- Knowledge of the Uniform Building and associated Codes.
- Ability to examine workmanship and material and to detect deviation from plans, regulations and standard construction methods and requirements.
- Ability to perform mathematical calculations using algebra, geometry, and trigonometry.
- Ability to establish and maintain effective working relationships with city personnel, state and federal agencies and private organizations as needed.
- Ability to operate a computer and specialized software such as AutoCAD and ArcGIS.
- Possession of an ICC Certification in Residential *and* Commercial inspection.
- Possession of a valid California Driver's license is required.
- Ability to communicate effectively, both orally and in writing.
- Ability to prioritize and organize multiple projects.

**WORKING CONDITIONS:**

**Work Environment & Physical Demands:**

- While performing essential job duties, incumbent is regularly required to stand, walk, talk, smell and hear. The incumbent is occasionally required to climb, balance, bend and crawl.
- Also required is an individual with normal hearing (corrected to within a normal audio range) for significant contact with the public and other employees.
- Physical inspection of project work and building sites requires an incumbent to be ambulatory and to possess a reasonable degree of manual dexterity.