

# **BUILDING & CODE COMPLIANCE INSPECTOR IV**

## **County of Tulare**

### **DEFINITION**

To review, coordinate and supervise Building & Code Compliance Inspector advanced journey level staff in the performance of their duties; relating to complex plan review for code, zoning and ordinance compliance, employee housing, vehicle abatement, cannabis, special use permits and to ensure compliance with Federal, State, and local codes and ordinances. To conduct research and edit reports of staff. Act as the assistant to the Building & Housing Manager.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the Building & Code Compliance Inspector III by the degree of difficulty in assignments given, comprehensive knowledge of the subject matter, potential seriousness of error, and degree of independent decision-making. Incumbents are expected to perform multiple complex assignments with minimal supervision and to provide supervision to Building & Code Compliance Inspector staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the Building and Housing Manager or Assistant RMA Director and or higher management. Responsibilities include providing supervision to Building & Code Compliance Inspector Aides and Inspectors I/II/III.

### **DUTIES**

Assist in the assignment, review, and supervision of the activities of the division.

Oversee and or conduct periodic field inspections to ensure quality control.

Review liens and abatement cases prepared by staff.

Review building plans and specifications of various types of construction to determine all applicable codes are met.

Respond and resolve concerns or complaints regarding field inspectors.

Provide updates to the Building & Housing Manager regarding issues with policies and procedures.

Monitor and advise staff regarding investigations of complaints concerning building code, zoning, and ordinance violations.

Review and oversee code violation inspections of buildings and building sites to ensure compliance with building codes and ordinances.

Prepare accurate written reports, letters and instructions pertaining to code requirements, county ordinances, and state laws.

Interpret code and ordinance sections pertaining to building and zoning regulations.

Assist in the review and management of the issuance of notices where voluntary compliance with zoning and land use ordinances are not forthcoming.

May appear as a witness in court and act as a witness at Administrative Hearings.

Assist contractors and the public in all phases of building and zoning requirements.

Help protect the safety and health of citizens by ensuring that buildings and land use in Tulare County are in accordance with housing and zoning ordinance.

Assist with the development, planning and delivery of in-service training.

Use personal computer to review, record, update and retrieve building code inspections, compliance activity, and preparing various reports.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.**

(Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

#### **Knowledge of:**

- Advanced carpentry, building construction/structural design, plumbing, mechanical, and electrical systems, components, methods, installation and materials.
- Drafting techniques and procedures.
- Ability to interpret the following codes: California Building Code; California Fire Code Health and Safety Code, Vehicle Code, Penal Code, Abatement of Dangerous Building Code, National Electric Code, California Plumbing and Mechanical Codes, Accessibility Regulations, and California Energy Requirements.
- Legal procedures involving the enforcement of building codes and ordinances.
- Principles and practices of supervision and training.
- Search and seizure laws, rules of evidence and court procedures.
- California Occupational Safety and Health Act (OSHA).
- Current State and Federal housing laws.
- Zoning, subdivision, and setback ordinances.
- Math sufficient to work with decimals, percentages, and complex design formulas sufficient to determine and or review ordinance violations and property locations.

#### **Skill/Ability to:**

- Oversee and perform administrative functions of a division including planning, organizing, staffing, and directing; develop and formulate new procedures and processes and oversee implementation.
- Understand and comply with State and Federal regulations on land usage, zoning, business permits, and building access.
- Read and understand blueprints, maps, drawings, specifications, legal descriptions, contract documents, graphs, and building and use permits.
- Identify technical problems, determine alternative solutions and act on best alternative.
- Locate and interpret applicable code sections effectively in order to direct staff.
- Explain technical terms and concepts verbally and in writing for staff and management.
- Use patience, tact, courtesy and self-restraint in dealing with professionals in building construction and the general public.
- Observe safe work practices and ensure that staff practices safety in their work place setting.
- Review or determine violations versus permitted land uses per zoning ordinances, and maintain files on violations and use permits.

**Education:**

- Equivalent to completion of the twelfth (12<sup>TH</sup>) grade supplemented by technical or college level courses pertaining to construction, architecture, planning and public administration or criminology.

**Experience:**

- Five (5) years of experience equivalent to that of a Building & Code Compliance Inspector III in Tulare County or other agencies.

**OR**

- Five (5) years of inspection or investigative experience in performing field or office work in the enforcement of Federal, State and Local codes, regulations or ordinances relating to building codes, building plans, health and safety codes, zoning ordinances, abandoned vehicle abatement, employee housing, and/or other public nuisances.

**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of one (1) or more of the following certifications: International Code Council Certification , California Association of Code Enforcement Officers (CACEO) or a related organization.

**DESIRABLE EMPLOYMENT STANDARDS**

**Knowledge of:**

- Budgeting principles to assist in preparing and implementing work programs.
- County and various city address systems.
- Tulare County ordinances pertaining to the Planning and Land Use.
- Available outside resources for code interpretation including new and or deleted materials.
- Advanced understanding of State, Federal and local codes, and ordinances; understanding of the ADA, (Americans with Disabilities Act), and its application in California.
- Understanding of the County's land use programs and permitting systems.

**License or Certificate:**

- Possession of or the ability to obtain additional certifications: International Code Council Certification; California Association of Code Enforcement Officers (CACEO) or a related organization.

[Building/Zoning Inspector IV] Job Code: 006440 Res:14-0647, Approved: 09/19/2014

[Building/Code Compliance Inspector IV] Job Code: 006440 Res: 22-0779, Updated/Approved: 09/13/2022

[Building/Code Compliance Inspector IV] Job Code: 006440 Res: xxxx-xxxx, Approved: xx/xx/xxxx

**Supplemental Information**

Overtime Status: Exempt

Probation: 6 Months

BU: 07