

Building Inspector/Plans Examiner Trainee

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this trainee class assist with and learn the full range of development review functions and will be trained in building inspection and/or plan review. The trainee program is a structured program typically lasting for two years and involves classroom instruction plus on-the-job training and work performance. Appropriate progress and successful completion of the training program is required for continuation in this classification. Upon successful completion of the prescribed training program and acquiring the required licenses and certifications, trainees will be eligible for appointment as either Building Inspector I or Plans Examiner (Residential).

Building Inspector/Plan Examiner Trainee - 30000176

Distinguishing Characteristics

This trainee level class typically assists with and learns the full range of development review functions including building inspection and plan review in a learning and developing capacity.

Typical Duties/Examples of Work

1. Assists in and learns to perform field inspections to identify code violations.
2. Assists in and learns to inspect, observe and monitor potential code violations in the field; assists in and learns to apply appropriate procedures.
3. Assists in and learns to review building plans.
4. Assists in and learns to explain code, policies and procedures to the public, in person and by phone.
5. Assists in and learns to organize and route work by priority to meet specified deadlines.
6. Assists in and learns to coordinate with other bureaus and outside agencies or contractors to expedite development review.

7. Assists in and learns to maintain accurate records including documenting inspections made, actions taken, conversations and extensions granted.
8. Assists in and learns to perform arithmetic calculations needed to determine code compliance.
9. Assists in and learns to update computer records; assists in and learns to research information related to permits and zoning.
10. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Ability to: keyboard, learn and use various software packages; communicate effectively, orally and in writing; understand and interpret codes, rules, regulations, and procedures; learn to apply arithmetic principles to practical problems accurately; maintain confidentiality; establish and maintain effective interpersonal relationships with a diversity of others, including angry, upset and confused people

Special Requirements

Some positions and assignments may require a valid state driver's license.

Classification History:

Adopted: 5-10-06

June 2009 - Change Job Class number from 2146 to 30000176, due to system change.

Working Conditions

Work in this class is performed both in a field and office environment. Incumbent is required to negotiate rough terrain; to work outdoors in all weather conditions; and to be exposed to potentially hostile or threatening individuals.