

# CITY OF LONG BEACH

## CLASS SPECIFICATION

### CODE ENFORCEMENT/INSPECTOR

FLSA Designation: Non-exempt

Spec Effective Date: April 20, 2023

**DEPARTMENT:** Community Development

**REPORTS TO:** Director of Community Development

**PRINCIPAL PURPOSE OF JOB:** Inspects properties to make sure that they comply with applicable requirements, regulations, ordinances, and codes. The code enforcement officer reinforces the building department. Will assist the Fire Marshall with annual commercial fire inspections. **Support ww department, help with locates as needed.**

**LEVEL OF AUTHORITY:** Performs regular and recurring duties with only general supervision, and exercises latitude and judgment in the application of procedures and policies. Receives closer supervision when performing new or more complex work.

**WORK ENVIRONMENT:** Work is performed both indoors and outdoors. On occasion, will perform duties outdoors for extended periods of time in all kinds of weather conditions. This position is a full-time position requiring a minimum of 40 hours per week.

### **ESSENTIAL JOB FUNCTIONS:**

1. Inspect properties for compliance with building code, land use codes, nuisance code, fire code and sign code as directed by the department of Community Development.
2. Coordinate inspections and recommendations with property and business owners.
3. Works with other city departments and agencies.
4. Keep track of work in progress to make sure codes and regulations are being met.
5. Inspect buildings to assure compliance with International Building Code, International Fire Code, International Mechanical Code, Washington State Energy Code, and zoning and uniform development ordinances.
6. Maintain accurate records of construction, results of inspections, and compliance with applicable codes.
7. Investigate and resolve citizen complaints within scope of authority. Respond courteously to complaints outside scope of authority and refer to the appropriate person.
8. Prepare written reports to owners, engineers, general public and other agencies.
9. Communicate effectively with building owners, and the public to explain codes, why the codes exist, and how the public benefits from their enforcement.
10. Where public health, safety, or welfare may be in jeopardy, recommend the initiation of abatement proceedings to the Director of Community Development.
11. Inspect structures damaged by natural and other causes, such as fire, high wind, or

earthquake, where there are life and safety concerns.

12. As appropriate, devise and recommend improved tools, methods, and procedures to accomplish work assignments.
13. At all times perform work in accordance with sound safety practices and make recommendations for improved safety.
14. Apply computer skills to do computations and record keeping for code compliance. Will be using common software such as Word, Outlook and Excel along with more specific software related to current tasks.

### **ADDITIONAL JOB FUNCTIONS:**

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

### **QUALIFICATIONS:**

#### **Technical**

1. Must have knowledge of the International Building, Mechanical, Fire, and Residential codes, and Washington State Energy Code as applicable to the duties of the job.
2. Must be able to read and understand blueprints, ordinances, and construction laws, and to identify areas of noncompliance with fire and life safety codes.
3. Must be able to identify deficiencies in structures, and to specify the need for corrections.
4. Prefer at least three years of current journey level experience in building construction.
5. Shall have a valid Washington State driver's license.
6. Must be able to solve problems using deductive reasoning.
7. Must be able to exercise judgment under stress.
8. Maintain confidentiality of critical information.
9. Must be able to understand and follow both oral and written instructions.
10. Must have a high school diploma or an equivalent certification, preferably an Associates Degree or equivalent experience in a similar position.

#### **Physical Capabilities**

1. Requires ability to drive from site to site and getting in and out of vehicle throughout the day.
2. The ability to make access into, under, and around structures by crawling in confined spaces, climbing, navigating difficult terrain, and stooping for prolonged periods as necessary to conduct a thorough inspection.
3. Able to make visual inspections in structures that are dimly lit and to visually inspect (sometimes-confusing members) of a structure in various stages of completion.

4. Must have hearing ability sufficient, for example, to monitor radio and to hear safety warnings on a building site.
5. Sufficient body flexibility, mobility, agility, physical strength, stamina, and balance to supervise and perform installation and maintenance tasks which require bending, stooping, kneeling, reaching, twisting, climbing and working on ladders, working in enclosed spaces, lifting up to 100 pounds, and work in a treatment plant environment.

**OTHER:**

1. As a condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Long Beach. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.