

**TOWN OF GILBERT
CLASS SPECIFICATION
Inspections Technician**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Inspections	B22	Non-Exempt

CLASS SUMMARY:

This class is the first level in the Inspections series. Incumbents are responsible for conducting inspections of applicable structures and/or materials and identifying violations; identifying code compliance issues and offenses; preparing and maintaining reports; enforcing local, state and federal codes, laws and regulations; respond to complaints received by the public; participating in the development of educational materials; and, maintaining applicable databases.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Performs inspections and/or field testing and coordinates related inspection activities. Inspections may include residential, fire prevention and related systems, landscaping, and/or pretreatment and wastewater control. Ensures compliance with applicable codes, specifications, plans, and ordinances to ensure the health, safety, and welfare of the public.	Daily 40%
Reviews building and site plans, engineering reports, electrical diagrams and other inspection-related documents. Conducts research and identifies code violations, deficiencies, hazardous conditions, structural failures, or improper uses. Communicates findings with appropriate individuals and advises of changes required for code compliance and recommended actions. Initiates actions necessary to correct deviations or violations.	Daily 20%
Provides information and technical assistance concerning inspection activities, code requirements, code interpretation, code compliance, and related issues. Responds to complaints of potential code violations. Conducts inspections and identifies potential problems or violations, compiles evidence and documents findings. Initiates appropriate actions to secure compliance through effective communications.	Daily 10%
Prepares and maintains accurate records and reports of inspection and code compliance activities. Documents and enters inspection information in computer databases. Maintains code books and reference materials.	Daily 10%

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Coordinates with other departments, contractors and developers to obtain and verify approval of plans or to facilitate proper procedures in adherence to codes, regulations and standards.	Weekly 5%
Gathers case documentation and reviews with legal staff. May prepare case information and provide testimony in court proceedings.	Monthly 5%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to **Wastewater Quality** may be responsible for:

- Inspecting pretreatment and wastewater control devices and processes;
- Educating and enforcing compliance with wastewater regulations;
- Maintains data of inspection findings and enforcement actions in automated systems.

TRAINING AND EXPERIENCE:

High School Diploma or GED and two years of related work experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License.

Depending on area of assignment, requires:

- Two (2) International Code Council (ICC or equivalent) certifications from the residential inspection category

KNOWLEDGE OF:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Automated inspection record database systems;
- Modern field testing equipment;
- Modern office equipment.

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SKILL IN:

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Preparing inspection reports and documentation;
- Managing time effectively;
- Providing customer service;
- Applying critical analyses;
- Making sound decisions utilizing good judgment;
- Building consensus;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Inspector I / Building – B22
Inspector I/ Code – B22
Wastewater Quality Inspector – B22

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

*Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)*