

**TOWN OF GILBERT
CLASS SPECIFICATION
Inspections Specialist**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Inspections	B23-B24	Non-Exempt

CLASS SUMMARY:

This class is the second level in the Inspections series. Incumbents are responsible for conducting complex inspections and investigations of potential local, state and/or federal regulatory compliance, offenses and violations of devices, structures and processes; conducting investigations of civil and criminal violations related to code compliance offenses; conducting sampling and performing studies; conducting plan reviews; preparing and maintaining records and reports; enforcing local, state and federal codes, laws and regulations; and, respond to requests for information received by the public.

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%
Coordinates and conducts inspections, site visits and related inspection activities of residential and commercial buildings/sites, public works, capital improvement projects and traffic control projects for compliance with applicable codes, specifications, plans, and ordinances in order to ensure the health, safety, and welfare of the public. Verifies receipt of all required documentation. May provide direction, training and assistance to lower-level inspectors.	Daily 25%
Working with a high degree of independence, reviews building/site construction plans, backflow test reports, commercial/industrial architectural and engineering plans, permitted industries reports, and/or other inspection-related documents. Conducts research and identifies code violations or other non-compliance issues. 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%

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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. Monitors plan review status. Signs off on approved plans and/or obtains appropriate signatures for approved plans and legal documents. Prepares permits for issuance and enters permit data into computer.	Weekly 20%
Prepares and maintains accurate records and reports of inspection, correspondence, plan review comments, project files and code compliance activities. Maintains project data and review information in computer databases. Maintains code books and reference materials.	Weekly 10%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to ***Backflow Prevention*** may be responsible for:

- Performing onsite inspections to confirm proper backflow prevention or initiate corrections prior to final Certificate of Occupancy;
- Performing plan reviews of commercial projects, new and existing businesses or tenant improvements to identify safe water use and placement for backflow assemblies as needed;
- Enters and updates reports and documents and uploads to automated system.

Positions assigned to ***Construction and Improvement Projects*** may be responsible for:

- Inspecting construction projects and utilities to insure plan compliance;
- Identifying non-compliance issues and communicating solutions to resolve problems;
- Attending construction meetings with developers and contractors to discuss project inspections and issues.

Positions assigned to ***Industrial Pretreatment*** may be responsible for:

- Conducting permit compliance and/or demand inspections and investigations of industrial and commercial establishments ensuring compliance of pretreatment and waste control devices and/or processes;
- Coordinating and/or conducting sampling and flow study activities per regulatory requirements and to ensure compliance with permit requirements and to assess future needs;
- Reviewing reports, sampling results and regulatory requirements and issuing violation notices or recommendations for escalated enforcement actions.

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Positions assigned to *Plan Review and Inspection* may be responsible for:

- Reviewing residential and commercial construction plans to ensure compliance with applicable codes, standards and specifications;
- Providing technical assistance and initiates problem resolution regarding plan review activities, code interpretation and compliance, permit procedures, and contractor responsibilities;
- Conducting inspections of residential and commercial projects to ensure code compliance.

TRAINING AND EXPERIENCE:

Associate's Degree 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:

- Backflow Tester Certification
- Cross-Connection Control Specialist Certification
- One (1) International Code Council (ICC or equivalent) certification from the commercial inspection category and one (1) ICC (or equivalent) certification from the residential inspection category.
- International Code Council (ICC or equivalent) Fire Inspector I Certification
- International Municipal Signal Association Certification I
- Manual of Uniform Traffic Control Devices (MUTCD) Certification (Note: this is for our "inspector II / traffic" positions)
- ICC/AACE Zoning Inspector Certification

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;
- Conducting investigations;
- Performing complex inspections;
- Reviewing plan documents for compliance;
- Managing time effectively;
- Providing customer service;
- Applying critical analysis;
- 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 II / Backflow – B23
Inspector II / Building – B23
Inspector II / Code – B23
Inspector II / Engineering – B23
Inspector II / Fire – B23
Inspector II / Traffic – B23
Industrial Pre-Treatment Inspector – B24

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.

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CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/13)