

Assistant Inspector (4208)
Task List (2015)

1. Receives training from journey-level Inspectors and assists in making field inspections of private residential, and commercial properties, or public works improvement projects including placement of concrete, installation of underground pipelines, earthwork, roadway paving, buildings and structures, building mechanical and electrical installations, foundation and grading projects.
2. Conducts improvement inspections under supervision including grading inspections, swimming pools, public buildings, commercial and multi-family structures, single-family homes, and public right-of-way in order to verify compliance with permit requirements, and building and zoning Codes.
3. Conducts re-inspections of properties such as multi-family structures previously inspected by an Inspector when such re-inspections are of limited scope as determined by supervisor(s).
4. Conducts independent periodic and complaint inspections of limited scope of multi-family properties in order to verify compliance with permit requirements, and building and zoning Codes.
5. Checks dimensions, elevations, clearances, and grades of structures and improvements for conformance to building regulations, state and local Codes, approved plans, and specifications, including accessibility requirements by reviewing plans and inspecting physical structures.
6. Records observed site conditions such as fire-life safety, electrical, and plumbing conditions on forms using electronic technology and paper in order to verify compliance with permit requirements, and building and zoning Codes for public record and consistency in follow-up inspections.
7. Generates and updates inspection records related to specific cases, jobs, and projects using electronic technology and paper.
8. Issues corrections and approvals to permittees, contractors, or owners using electronic technology and paper in order to obtain compliance with applicable Codes, plans and specifications.
9. Posts notices such as inspection notices, orders, and similar public notices at public and private properties in order to notify property owners and tenants of violations and upcoming inspections.

10. Researches records such as property records, permit records, assessors' information, and ownership information by referencing electronic and hardcopy files in order to obtain relevant background information of property.
11. Explains Code requirements and provides information concerning requirements and corrections to property owners, tenants, contractors, and workers.
12. Assigned to various inspection disciplines, divisions, or offices for training purposes, to acquire skills or to fulfill department needs.
13. Prioritizes inspection workload based on departmental needs, deadlines, and urgency of complaints to ensure timely completion of projects or cases.
14. Reviews previous job site records to become familiar with history of inspection project.
15. References state and local Code requirements or public works specifications applicable to inspection assignment in order to verify compliance.
16. Engages in discussion with supervisor(s) and co-workers about observations of site conditions to facilitate training and for developmental purposes.
17. Takes inspection and personal protective equipment such as tape measures, hard hats, and ear plugs to worksite to perform required inspections, and to ensure work is done in compliance with safety regulations.
18. Engages in physical activities such as walking, stooping, kneeling, crouching, crawling, and ladder climbing to perform inspections.
19. Receives classroom instruction, takes oral, multiple choice, and/or essay exams in order to assess knowledge level.
20. Serves on public counter to answer questions from contractors, property owners, tenants and general public regarding which Codes apply to their project or property.
21. Discusses with owners, tenants, or contractors items to be inspected, item location, and other matters via phone, in-person, and/or email prior to, during, or after an inspection.
22. Drives personal vehicle in order to perform inspection duties.