



**Date:** February 17, 2021  
**To:** Civil Service Commission  
**From:** Sylvana Tamura, Personnel Analyst  
**Subject:** **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION - COMBINATION BUILDING INSPECTOR**

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On February 3, 2021, correspondence was received from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval of the revised classification specification for Combination Building Inspector. Staff has reviewed this request and recommends the approval of the revisions to the classification specification, in accordance with Article XI, Section 1101 (d) of the City Charter.

**Facts for Consideration:**

- The classification of Combination Building Inspector can be found in the Development Services Department. In addition, revisions for this classification last occurred on August 11, 2004.
- The proposed changes to the Combination Building Inspector classification specification are as follows:
  - **Example of Duties Section:** Updated with current range of duties to illustrate work performed and responsibilities in conjunction with industry standards.
  - **Minimum Qualifications (Requirements to file) Section:** Added the minimum qualifications section to the class specification to clarify requirements to file as it relates to education, training, certification and/or experience required to perform the essential duties of the classification.

The following qualifications are also in-line with past approved bulletins and can be quantified with success in performing the job of Combination Building Inspector:

- Four or more years of paid, full-time equivalent experience performing or inspecting work in multiple phases of construction in one or a combination of trade experience in

carpentry, plumbing, mechanical, or electrical, under the supervision of a journey-level worker;

OR

- Two or more years of paid, full-time equivalent at the level of the Combination Building Inspector Aide or closely related inspection experience involving building, plumbing, mechanical, or electrical installations in single-family dwellings and minor commercial and industrial buildings for compliance with building codes. An Inspection Technology Certificate from an accredited college or university and/or trade school may be substituted for one-year experience. The requirements have been set to enable internal candidates who have acquired not only hands-on experience, but training that has prepared them for the Combination Building Inspector position. The “closely related” statement is referencing experience at a municipality as a Building Inspector.

OR

- Completion of a four-year apprenticeship in any one of the following trades: carpentry, plumbing, mechanical, or electrical work.
  - License and Certification: Current California Residential or Commercial Inspector, or California Residential or Commercial Plumbing, Mechanical, or Electrical certification issued by International Code Council (ICC). Valid motor vehicle operator’s license.
- **Knowledge, Skills, Abilities Section (KSAs):** This section was added to identify the KSA’s that an applicant must have in order to be successful in performing the duties and responsibilities of the classification. KSAs are correlated to the duty statements and will assist in developing a fair and equitable testing mechanism for future recruitments.
  - Removed section titled “Desirable Qualifications” from the class specification. Desirable qualifications best identified on job announcements when there is a special need for a special skillset required by the hiring authority for a particular position.

- Staff worked with the Development Services Department and Human Resources Department on the proposed changes to the Combination Building Inspector classification specification.
- Staff completed its meet and confer obligation on January 12, 2021 with Long Beach Association of Engineering Employees (LBAEE) regarding the proposed changes.
- The Development Services Department, Long Beach Association of Engineering Employees (LBAEE) Representatives, and the Human Resources Department have been informed that this request is on the Civil Service Commission Agenda this week. Representatives from the Development Services Department and the Human Resources Department will be present to respond to any questions from the Civil Service Commission.

**TITLE: COMBINATION BUILDING INSPECTOR**

**DEFINITION:** Under general supervision, performs skilled inspections of construction for compliance with municipal building, electrical, plumbing, and mechanical regulations and related laws and ordinances.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class make inspections to ensure that construction complies with municipal building regulations and related state statutes. These positions make the inspections of the more conventional buildings but may, under supervision, assist in the inspection of more complex construction projects.

**EXAMPLES OF DUTIES:**

- Inspects building construction, plumbing, electrical, and mechanical installations on dwelling construction and minor commercial and industrial buildings to ensure compliance with code requirements;
- Reviews plans of routine building, plumbing, mechanical and electrical facilities to determine compliance to code regulations;
- Assists in making inspections of complex or very large buildings or facilities;
- Orders changes in structural, plumbing, mechanical, electrical, and related features where necessary to meet code requirements;
- Inspects existing buildings for compliance with the minimum requirements set forth in municipal regulations and state statutes;
- Makes business license inspections to ensure compliance with municipal regulations;
- Obtains evidence and compiles data for legal proceedings involving code violations;
- Advises builders, property owners and the general public as to code requirements and interpretation of regulations;
- Investigates complaints involving suspected code violations;
- Uses computer programs to retrieve information, enter notes on inspections and complete reports;
- Utilizes information technology in the normal course and scope of performing duties, including but not limited to inspections and permit system software;
- Keeps records and prepares reports;
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Four or more years of paid, full-time equivalent experience performing or inspecting work in multiple phases of construction in one or combination of trade experience in carpentry, plumbing, mechanical, or electrical, under the supervision of a journey-level worker;

OR

- Two or more years of paid, full-time equivalent experience at the level of Combination Building Inspector Aide or closely related inspection experience involving building, plumbing, mechanical, or electrical installations in single-family dwellings and minor commercial and industrial buildings for compliance with building codes. An Inspection Technology Certificate from an accredited college or university and/or trade school may be substituted for one-year of experience;

OR

- Completion of a four-year apprenticeship in any one of the following building trades: carpentry, plumbing, mechanical, or electrical work.

AND

- License and Certification: Current California Residential Building Inspector or California Commercial Building Inspector, or California Residential or California Commercial Plumbing, Mechanical, or California Electrical certification issued by International Code Council (ICC).
- Valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles, best practices and methods of building, plumbing, mechanical, and electrical construction work;
- Knowledge of State and local regulations related to construction permits;
- Skill in reading and interpreting building plans and specifications;
- Skill in interpreting applicable codes, ordinances, and regulations related to plumbing, mechanical, electrical and/or building compliance;
- Skill in preparing clear and concise letters, technical reports, and correction notices or citations for violations of code;
- Skill in utilizing applicable software including, but not limited to permitting and inspections software;
- Skill in performing inspections;
- Skill in communicating effectively verbally and in writing;

- Ability to resolve related issues with property owners, contractors, developers, architects, engineers and others with tact and diplomacy;
- Ability to examine workmanship and materials, detect deviations from plans, standard construction practices and code requirements;
- Ability to communicate effectively both verbally and in writing with employees, the public and members of various organizations and outside agencies;
- Ability to work effectively with persons of diverse ethnic, social and economic backgrounds;
- Ability to perform routine arithmetic calculations;
- Ability to use computers and other electronic devices;
- Ability to read and interpret structural, disabled access, plumbing, mechanical, and electrical drawings and specifications to determine applicable building code requirements;
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

**HISTORY:**

Established: 06/23/1980  
Revised: 08/11/2004;  
Approval/Adoption Date: 06/23/1980

Civil Service Commission Approval: