

CONSENT CALENDAR  
October 26, 2021

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Donald E. Ellison, Interim Director of Human Resources

Subject: Assistant Inspector, Housing Inspector I, Housing Inspector II, and Senior Housing Inspector

RECOMMENDATION

Adopt a Resolution amending Resolution No. 69,991-N.S. Classification and Salary Resolution for SEIU 1021 Community Services and Part-Time Recreation Activity Leaders Memorandum Agreement, Unit L (career and non-career, miscellaneous and administrative employees) adding Assistant Inspector, Housing Inspector I, Housing Inspector II and Senior Housing Inspector.

FISCAL IMPACTS OF RECOMMENDATION

The Human Resources Department contracted with Bryce Consulting to develop a base salary recommendation based on market data. Bryce Consulting is an agency that provides a variety of human resource services to non-profit and public-sector clients. After considering the internal relationships among classifications, staff is recommending the following salary ranges.

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Assistant Inspector</b>	36.2473	37.8186	39.5367	41.2032	43.0022
<b>Housing Inspector I</b>	40.2749	42.0207	43.9297	45.7813	47.7802
<b>Housing Inspector II</b>	44.7498	46.6897	48.8108	50.8682	53.0891
<b>Senior Housing Inspector</b>	49.2247	51.3587	53.6918	55.9551	58.3980

CURRENT SITUATION AND ITS EFFECTS

The Department of Planning and Development would like to expand the Housing Inspector Series to include an Assistant Inspector, Housing Inspector I (Certified), Housing Inspector II (Certified) and Senior Housing Inspector (Certified) and to amend the classifications for Building Inspector I and II (Certified) in order to meet the organizational needs of the Planning Department.

Creating an expanded Housing Inspector Series with entry level and senior positions will enable the department to attract, develop and retain the necessary talent to expand Berkeley's housing inspection program. Recruitments for a single level Housing Inspector (Certified) classification have been difficult over the last five years due to the extremely limited pool of qualifying candidates applying for the position and the mandatory requirement that candidates hold three ICC certifications.

The broader minimum qualifications for the Assistant Inspector and Housing Inspector I classifications have been developed to increase the number of qualifying candidates, so the department may consider candidates with a wider range of construction and inspection-related technical experience, as well as customer service skills. This may also lead to higher numbers of women and people of color qualifying for positions on the housing inspection team.

The series will also create a career path for employees working in the Building and Safety Division in positions such as Permit Specialist and allow the division to retain and develop talent. In summary, the changes will enable a wider pool of potentially qualified candidates to be considered for positions in the Housing Inspection Section of the Building and Safety Division, including potential internal candidates, which supports the goal of career growth and development from within the City.

The recommended modifications to the Housing Inspector classification series will enable the Planning & Development Department to implement outstanding City Council referrals to expand the Rental Housing Safety Program to include a regular proactive inspection schedule, and to establish a housing amnesty program.

#### BACKGROUND

The Personnel Board met on September 7, 2021 and approved the classification and salary range for Assistant Inspector, Housing Inspector I, Housing Inspector II and Senior Housing Inspector.

Motion/Second: Barlow/Wenk

Ayes: Lacy, Dixon, Barlow, Karpinski, Wenk

Nays: none

Abstain: none

Absent: Gilbert, Franklin, Wilson

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

#### RATIONALE FOR RECOMMENDATION

It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

#### ALTERNATIVE ACTIONS CONSIDERED

None

#### CONTACT PERSON

Don Ellison, Interim Director of Human Resources, (510) 981-6807

Ravi Rangi, Employee Relations Manager, (510) 981-6812.

Attachments:

1. Resolution
2. Assistant Inspector Job Description
3. Housing Inspector I Job Description
4. Housing Inspector II Job Description
5. Senior Housing Inspector Job Description

RESOLUTION NO. ##,###-N.S.

CLASSIFICATION AND SALARY RANGE: HOUSING INSPECTOR SERIES

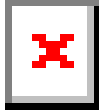
WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Planning Director had recommended adding the Assistant Inspector, Housing Inspector I, Housing Inspector II and Senior Housing Inspector classifications; and

WHEREAS, the Planning Department and Human Resources Department have completed a classification and salary review; and

WHEREAS, the Personnel Board approved on September 7, 2021 to approve the classification and salary ranges of the Housing Inspector series.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 69,991-N.S., Classification and Salary Resolution for SEIU 1021 Community Services and Part-Time Recreation Activity Leaders Memorandum Agreement, Unit L (career and non-Career, miscellaneous and administrative employees) adding Assistant Inspector, Housing Inspector I, Housing Inspector II and Senior Housing Inspector.



## Assistant Inspector

Bargaining Unit: SEIU CSU

Class Code:  
00000

CITY OF BERKELEY  
Established Date: MMM 00, 20XX  
Revision Date: MMM 00, 20XX

### SALARY RANGE

\$36.2473 - \$43.0022 Hourly  
\$2,899.78 - \$3,440.18 Bi-Weekly  
\$6,282.87 - \$7,453.71 Monthly  
\$75,394.38 - \$89,444.58 Annually

### DESCRIPTION:

#### DEFINITION

Under immediate supervision, performs the more routine inspections, reporting, research, data entry and customer service to gain compliance with housing, building, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily of residential buildings; performs related work as assigned. This position may be assigned to either the housing or building inspection section or may support both.

#### CLASS CHARACTERISTICS

This class is the bridge level position into both the Housing and Building Inspector series. Positions assigned to this class perform the least complicated and standardized tasks. However, as experience is acquired, the incumbent will be assigned tasks of increasing responsibility. Assistant Inspectors perform the less complex reinspections and enforce inspection results to ensure compliance with various ordinances and codes within the City of Berkeley. Assistant Inspectors also assist with supplementary administrative tasks in the office, including but not limited to permit research, property owner verification, and report preparation. This class receives technical training and advice from more experienced inspectors and supervisors. This class is distinguished from the Housing Inspector I in that the latter is responsible for conducting initial inspections independently. It is further distinguished from the Building Inspector class in that the latter works primarily in the enforcement of building, mechanical, plumbing, electrical, and related codes and regulations applicable to both residential and commercial construction and performs inspections independently.

#### EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement.

1. Receives training from journey- and senior-level building and housing inspectors in making inspections, learning inspection techniques and handling more complex tasks;
2. Learns to reinspect and conduct reinspections of residential units for compliance with housing codes and regulations on cases previously inspected by a housing inspector and recommends further action;
3. Prepares inspection reports, documenting remaining violations, using a mobile device and a computer;

4. Works with property owners, property managers, tenants, contractors and workers to discuss and explain code violations and needed repairs; responds to phone calls; conducts follow-up inspections to ensure that repairs have been completed;
5. Researches and provides information regarding departmental programs, permit and inspection requirements, assessed fees, etc. to property owners, tenants, contractors, members of the general public, internal and outside agencies;
6. Maintains accurate and professional documentation and files, including correspondence, inspection reports, returned mail, photos, permits, and property ownership records;
7. Learns to review and reviews and recommends approval or denial of billing adjustment requests submitted by property owners or property managers;
8. Attends Rent Stabilization Board hearings as needed to provide testimony; corresponds with Rent Stabilization Board;
9. Refers cases and provides information to and responds to questions from individuals in other City Departments;
10. Participates in administrative code enforcement for cases involving work without permits, unsafe work practices, the Exterior Elevated Elements program, mandatory seismic retrofit programs, and other related programs and ordinances;
11. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Basic housing or building inspection procedures;
2. Learn and apply the building permit process and how the Building and Safety Division interrelates to other City departments and external organizations;
3. Basic principles and methods used in various building construction trade areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, repair and maintenance;
4. Conflict resolution techniques; and
5. Research practices and techniques.

Ability to:

1. Learn and practice inspection techniques and procedures to enforce a wide range of building, housing and related codes and regulations;
2. Read, understand, explain and enforce a variety of housing and building related laws, codes, and ordinances;
3. Communicate courteously and effectively both verbally and in writing with a variety of individuals such as tenants, property owners, contractors, and citizens in the course of work, including individuals from a variety of socio-economic and cultural backgrounds, as well as irate and difficult customers;
4. Read and interpret drawings, plans, sketches, layouts and specifications and determine validity of permits;
5. Maintain accurate records and prepare clear and concise reports and documentation;
6. Read and follow maps;
7. Perform routine mathematical calculations;

8. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; and
9. Make sound independent judgments within established guidelines.

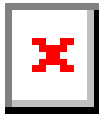
MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and

1. Two years of full-time paid experience in one of the following:
  - a. Building, civil or architectural design drafting
  - b. Building, housing or home inspection
  - c. Code enforcement
  - d. Permit processing
  - e. Performing carpentry, electrical, heating and refrigeration, plumbing, or similar work; OR
2. Three years full-time experience in support of building inspections, housing inspections or code enforcement OR
3. Completion of two years of education in a recognized college or university with completion of 12 semester or 16 quarter units in any of the following or similar areas: civil or structural engineering, construction technology, design, inspection technology, architectural drafting, mechanical or, electrical engineering.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill job responsibilities. When driving on City business, incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.



## Housing Inspector I (Certified)

Bargaining Unit: SEIU CSU

Class Code:  
00000

CITY OF BERKELEY  
Established Date: MMM 00, 20XX  
Revision Date: MMM 00, 20XX

### SALARY RANGE

\$40,274.9 - \$47,780.2 Hourly  
\$3,221.99 - \$3,822.42 Bi-Weekly  
\$6,980.98 - \$8,281.90 Monthly  
\$83,771.79 - \$99,382.82 Annually

### DESCRIPTION:

#### DEFINITION

Under close supervision, performs skilled work in the investigation, reporting and follow-up of housing deficiencies to gain compliance with housing, building, zoning, fire, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily for existing residential units; performs related work as assigned.

#### CLASS CHARACTERISTICS

This class is the first level in the Housing Inspection series. Housing Inspector I's perform inspections and enforce inspection results to ensure compliance with various ordinances and codes within the City of Berkeley. The work requires considerable independence and discretion in field inspections although more experienced Housing Inspector II's are available for advice and assistance on highly technical matters. This class differs from the Housing Inspector II class in that the latter performs more complex inspections and can perform building type combination residential inspections. It is further distinguished from the Building Inspector class in that the latter works primarily in the enforcement of building, mechanical, plumbing, electrical, and related codes and regulations applicable to both residential and commercial construction.

#### EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement.

1. Schedules and conducts inspections and re-inspections of residential units including common areas and building exteriors for compliance with various codes and regulations in response to tenant complaints and/or as part of an ongoing housing inspection program;
2. Prepares inspection reports, documenting housing conditions and violations, using a mobile device and a computer and forwards reports to property owners;
3. Works with property owners and tenants in the field to discuss violations and needed repairs, facilitate cooperation between owners and tenants, discuss responsibilities of each party, and negotiate completion of repairs; conducts follow-up inspections to ensure that repairs have been completed;
4. Advises property owners on matters relevant to construction and repair methods and materials;
5. Researches and provides information regarding departmental programs and requirements, permit requirements, housing reports, fees assessed, status of property, etc. to property owners, tenants, members of the general public and other outside agencies;



6. Depending upon skill level, may conduct residential type building inspections to assist with building inspection volume during periods of high inspection demand;
7. Maintains documentation and files, including correspondence, inspection reports, returned mail, photos, permits, and property ownership records;
8. Reviews and approves or denies requests for billing adjustments submitted by property owners;
9. Attends Rent Stabilization Board hearings as needed to provide testimony; corresponds with Rent Stabilization Board;
10. Refers cases, provides information to and responds to questions from individuals in other City Departments;
11. Depending on assignment, reviews and approves scope of work for various projects associated with departmental programs; upon completion of project, reviews the completed work and project file to ensure project is completed appropriately and that permits have received final approval;
12. Depending on assignment, solicits participation of property owners in City housing programs, determines eligibility, and negotiates agreements; and
13. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Housing inspection procedures;
2. Principles and methods used in various building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, repair and maintenance;
3. Federal, State and local laws, ordinances, codes and standards regulating housing quality, residential rental housing, building construction, repair and maintenance; California Housing Code, California Residential Building Code, U.S. Department of Housing and Urban Development Housing Quality Standards, and Berkeley Municipal Code;
4. Appropriate safety and fire prevention methods in construction;
5. Conflict resolution techniques; and
6. Research practices and techniques.

Ability to:

1. Inspect residential buildings in order to enforce a wide range of building, housing and related codes and regulations;
2. Read, understand, explain and enforce a variety of housing related laws, codes and ordinances;
3. Identify different materials, animals, chemicals, sounds, odors, and other conditions which could result in immediate or potential health, safety, or fire hazards;
4. Communicate courteously and effectively both verbally and in writing with a variety of individuals such as tenants, property owners, and citizens in the course of work, including individuals from a variety of socio-economic and cultural backgrounds, as well as irate and difficult customers;
5. Review plans and specifications for building and related construction and determine practicability of plans, compliance and regulations and validity of permits;
6. Maintain accurate records and prepare clear and concise reports and documentation;

7. Read and follow maps;
8. Perform routine mathematical calculations;
9. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; and
10. Make sound independent judgments within established guidelines.

**MINIMUM QUALIFICATIONS:**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

**EDUCATION:** Equivalent to graduation from high school.

**EXPERIENCE:** Applicants may qualify, based on alternative types of experience as listed below: Two (2) years of full time experience equivalent to an Assistant Inspector for a public agency, OR  
One (1) year of experience equivalent to a building inspector or housing inspector or code enforcement inspector for a public agency, OR

Four (4) years of experience as a home inspector, journey level carpenter, electrician, plumber, building plans examiner, public works inspector, or permit specialist, OR

Three (3) years of experience in construction trades as a licensed general, plumbing, electrical or mechanical contractor, superintendent or supervisor of building construction, or any combination thereof.

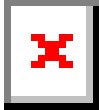
**OTHER REQUIREMENTS**

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

**CERTIFICATION:** Must possess an International Code Council (ICC) or California (CA) certification in Residential Building or Housing Inspection or Code Enforcement; or equivalent ICC or CA Legacy Certification.

CITY OF BERKELEY  
Established Date: MMM 00, 20XX

Class Code:  
00000



## Housing Inspector II (Certified)

Bargaining Unit: SEIU CSU

Revision Date: MMM 00, 20XX

### SALARY RANGE

\$44.7498 - \$53.0891 Hourly  
\$3,579.98 - \$4,247.13 Bi-Weekly  
\$7,756.63 - \$9,202.11 Monthly  
\$93,079.58 - \$110,425.33 Annually

### DESCRIPTION:

#### DEFINITION

Under general supervision, independently performs the full scope of skilled work in the investigation, reporting and follow-up of housing deficiencies to gain compliance with housing, building, zoning, fire, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily for existing residential units; performs related work as assigned.

#### CLASS CHARACTERISTICS

This class is the journey level classification in the Housing Inspection series. Housing Inspectors II's perform skilled inspection work and are considered fully competent to make inspections associated with City residential housing inspection programs.

Assignments are varied and generally require close interaction with the public, providing information and interpretation of applicable ordinances, codes and regulations. Incumbents exercise considerable independence and discretion in conducting housing or specialized inspections and are frequently expected to investigate and resolve complaints and enforce inspection results. This class differs from the Housing Inspector I class in that the latter works under closer supervision, seeking advice and guidance while continuing to learn the full scope of job tasks and gaining the required certifications. This class is further distinguished from the Building Inspector class in that the latter works primarily in the enforcement of building, mechanical, plumbing, electrical and related codes and regulations applicable to both residential and commercial construction.

The Housing Inspector II may be assigned to some operational, municipal code compliance duties on existing properties or may be assigned to assist with rehabilitation projects.

#### EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement.

1. Schedules and conducts inspections and re-inspections of residential units including common areas and building exteriors for compliance with various codes and regulations in response to tenant complaints and/or as part of an ongoing housing inspection program;
2. Prepares inspection reports, documenting housing conditions and violations, using a mobile device and a computer and forwards reports to property owners;
3. Works with property owners and tenants in the field to discuss violations and needed repairs, facilitate

cooperation between owners and tenants, discuss responsibilities of each party, and negotiate completion of repairs; conducts follow-up inspections to ensure that repairs have been completed;

4. Advises property owners on matters relevant to construction and repair methods and materials;
5. Researches and provides information regarding departmental programs and requirements, permit requirements, housing reports, fees assessed, status of property, etc. to property owners, tenants, members of the general public and other outside agencies;
6. Maintains documentation and files, including correspondence, inspection reports, returned mail, photos, permits, and property ownership records;
8. Reviews and approves or denies requests for billing adjustments submitted by property owners;
9. Attends Rent Stabilization Board hearings as needed to provide testimony; corresponds with Rent Stabilization Board;
10. Refers cases, provides information to and responds to questions from individuals in other City Departments;
11. Depending on assignment, reviews and approves scope of work for various projects associated with departmental programs; upon completion of project, reviews the completed work and project file to ensure project is completed appropriately and that permits have received final approval;
12. May recommend improvements to procedures to help achieve performance measures;
13. May assist with the technical training of staff;
14. Depending on assignment, solicits participation of property owners in City housing programs, determines eligibility, and negotiates agreements; and
15. Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Housing inspection procedures;
2. Principles and methods used in various building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, repair and maintenance;
3. Federal, State and local laws, ordinances, codes and standards regulating housing quality, residential rental housing, residential building construction, repair and maintenance; including but not limited to building codes, electrical codes, mechanical codes, California Housing Code, California Residential Building Code, U.S. Department of Housing and Urban Development Housing Quality Standards, and Berkeley Municipal Code;
4. Appropriate safety and fire prevention methods in construction;
5. Advanced conflict resolution techniques; and
6. Research practices and techniques.

Ability to:

1. Inspect residential buildings and building sites in order to enforce a wide range of building, housing and related codes and regulations;
2. Read, understand, explain and enforce a variety of housing related laws, codes and ordinances;
3. Identify different materials, animals, chemicals, sounds, odors, and other conditions which could result in immediate or potential health, safety, or fire hazards;

4. Communicate courteously and effectively both verbally and in writing with a variety of individuals such as tenants, property owners, and citizens in the course of work, including individuals from a variety of socio-economic and cultural backgrounds, as well as irate and difficult customers;
5. Review plans and specifications for building and related construction and determine practicability of plans, compliance and regulations and validity of permits;
6. Maintain accurate records and prepare clear and concise reports and documentation;
7. Read and follow maps;
8. Perform routine mathematical calculations;
9. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; and
10. Make sound independent judgments within established guidelines.

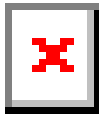
**MINIMUM QUALIFICATIONS:**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and at least two years of full-time experience equivalent to Housing Inspector or Building Inspector or Code Enforcement Inspector for a public agency.

**OTHER REQUIREMENTS**

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

**CERTIFICATIONS:** Must possess an International Code Council (ICC) OR California (CA) certification in Residential Building or Housing Inspection or in Code Enforcement; and ICC or CA Residential or Commercial Electrical Inspector certification and ICC or CA Residential or Commercial Plumbing Inspector certification, or equivalent ICC or CA Legacy Certification for either Combination Inspector or Combination Dwelling Inspector.



## Senior Housing Inspector (Certified)

Bargaining Unit: SEIU CSU

Class Code:  
00000

CITY OF BERKELEY  
Established Date: MMM 00, 20XX  
Revision Date: MMM 00, 20XX

### SALARY RANGE

\$49,224.7 - \$58,398.0 Hourly  
\$3,937.98 - \$4,671.84 Bi-Weekly  
\$8,532.28 - \$10,122.32 Monthly  
\$102,387.38 - \$121,467.84 Annually

### DESCRIPTION:

#### DEFINITION

Under general supervision, performs highly skilled work in the investigation, reporting and follow-up of housing deficiencies to gain compliance with housing, building, zoning, fire, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily for existing residential units; acts as the lead inspector; performs related work as assigned.

#### CLASS CHARACTERISTICS

This class is the lead class in the Housing Inspector series. Senior Housing Inspectors perform skilled inspections work and are considered fully competent to make inspections associated with City residential housing inspection programs. Assignments are varied and generally require close interaction with the public, providing information and interpretation of applicable ordinances, codes and regulations. Senior Housing Inspectors are expected to exercise considerable independence and discretion in assignments and provide lead direction and subject matter expertise in abating more difficult or complex violations. This class differs from the Housing Inspector II in that the latter works under closer supervision, seeking advice and guidance while performing job tasks. The class differs from the Housing Inspector Supervisor in that the latter is the full supervisory class in the Housing Inspector series. This class is further distinguished from the Building Inspector class in that the latter works primarily on the enforcement of building, mechanical, plumbing, electrical and related codes and regulations applicable to both residential and commercial construction.

#### EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed, and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement.

1. Assigns, provides lead direction and reviews work of housing inspection staff;
2. Performs highly skilled and complex inspections to gain compliance with housing, building, zoning, fire, mechanical, plumbing, electrical, and related codes and regulations governing housing construction, rehabilitation, repair and use primarily for existing residential units;
3. Schedules and conducts inspections and re-inspections of residential units including common areas and building exteriors for compliance with various codes and regulations in response to tenant complaints and/or as part of an ongoing housing inspection program;

4. Prepares inspection reports, documenting housing conditions and violations, using a mobile device and a computer and forwards reports to property owners;
5. Works with property owners and tenants in the field to discuss violations and needed repairs, facilitate cooperation between owners and tenants, discuss responsibilities of each party, and negotiate completion of repairs; conducts follow-up inspections to ensure that repairs have been completed;
6. Advises property owners on matters relevant to construction and repair methods and materials;
7. Researches and provides information regarding departmental programs and requirements, permit requirements, housing reports, fees assessed, status of property, etc. to property owners, tenants, members of the general public and other outside agencies;
8. Performs residential inspections of plumbing fixtures, water heaters, space heating equipment, electrical wiring, fenestrations, or similar work, equivalent to inspections for permitted work;
9. May conduct residential building inspections to assist with building inspection volume during periods of high inspection demand;
10. Assists in selection and training of staff; provides advice and guidance to other inspectors;
11. Maintains documentation and files, including correspondence, inspection reports, returned mail, photos, permits, and property ownership records;
12. Reviews and approves or denies requests for billing adjustments submitted by property owners;
13. Attends Rent Stabilization Board hearings as needed to provide testimony; corresponds with Rent Stabilization Board;
14. Refers cases, provides information to and responds to questions from individuals in other City Departments;
15. Depending on assignment, reviews and approves scope of work for various projects associated with departmental programs; upon completion of project, reviews the completed work and project file to ensure project is completed appropriately and that permits have received final approval;
16. May recommend improvements to procedures to help achieve performance measures;
17. Depending on assignment, solicits participation of property owners in City housing programs, determines eligibility, and negotiates agreements; and
18. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Housing inspection procedures;
2. Building inspection procedures;
3. Principles and methods used in various building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, repair and maintenance;
4. Federal, State and local laws, ordinances, codes and standards regulating housing quality, residential rental housing, residential and commercial building construction, repair and maintenance; including but not limited to building codes, electrical codes, mechanical codes, California Housing Code, California Residential Building Code, U.S. Department of Housing and Urban Development Housing Quality Standards, Berkeley Municipal Code;
5. Appropriate safety and fire prevention methods in construction;

6. Advanced conflict resolution techniques;
7. Research practices and techniques;
8. Knowledge of laws related to space conversions; and
9. Basic supervisory principles and practices Ability to:
  1. Inspect residential and commercial buildings and building sites in order to enforce a wide range of building, housing and related codes and regulations;
  2. Read, understand, explain and enforce a variety of housing related laws, codes and ordinances;
  3. Identify different materials, animals, chemicals, sounds, odors, and other conditions which could result in immediate or potential health, safety, or fire hazards;
  4. Communicate courteously and effectively both verbally and in writing with a variety of individuals such as tenants, property owners, and citizens in the course of work, including individuals from a variety of socio-economic and cultural backgrounds, as well as irate and difficult customers;
  5. Review plans and specifications for building and related construction and determine practicability of plans, compliance and regulations and validity of permits;
  6. Solve problems by identifying code compliance alternatives when appropriate;
  7. Maintain accurate records and prepare clear and concise reports and documentation;
  8. Read and follow maps;
  9. Perform routine mathematical calculations;
  10. Provide technical inspection expertise and assistance to other inspectors with their challenging cases and recommend appropriate solutions for a wide range of inspection issues and problems;
  11. Proficiently use work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications; and
  12. Make sound independent judgments within established guidelines.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and three years of full time experience equivalent to Housing Inspector, Building Inspector or Code Enforcement Inspector for a public agency.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

CERTIFICATIONS: Must possess an International Code Council (ICC) or California (CA) certification in Residential Building or Housing Inspection or in Code Enforcement; and ICC or CA Residential or Commercial Electrical Inspector, Plumbing Inspector and Mechanical Inspector certifications; or equivalent ICC or CA Legacy Certification for either Combination Inspector or Combination Dwelling Inspector.