

**State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT**

Division: Codes and Standards
Unit: Northern Area Office
Position Number: 401-835-8959-019 (PS 1594)
Classification: District Representative I
Working Title: Building Inspector
Location: Santa Clara County
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under general direction of the Codes and Standards Administrator (CSA) I and guidance and assistance from the lead District Representative (DR) II, the DR I is responsible for scheduling and conducting inspections relating to the enforcement of the California Health and Safety Codes and related state and federal regulations within an assigned geographical area.

% of Time	Essential Functions:
30%	Functional considerations: Driving, sitting, lifting, kneeling, climbing, balance, bending, crawling and carrying required. Inspect mobile home installations; mobile homes, commercial modular homes and special purpose commercial modular homes for issuance of a California Insignia or to approve alterations made to the units.
30%	Conduct mobile home park maintenance inspections and respond to questions from the general public and/or mobilehome park owners/managers resulting from inspections. Conduct "under construction" inspections and technical service in accordance with the Mobilehome and Special Occupancy Parks Acts. Conduct complaint investigations in accordance with the Mobilehome and Special Occupancy Parks Acts, the Mobilehome/Manufactured Housing Act of 1980 and the Employee Housing Act.
20%	Inspect employee housing facilities for maintenance, use and occupancy and survey for illegal employee housing activity.
15%	Functional considerations: Sitting and standing, hand movements required and using a laptop computer issued by the Department. Maintain and update electronic

files of all inspection activities and complaint investigations. Access email for new assignments daily. Attend staff meetings and training. Prepare time and activity reports and mileage logs. Testify in court or in administrative hearings.

% of Time **Marginal Functions:**
5% Advise and confer with industry and local officials on the application and interpretation of State laws and regulations. Conduct monitoring duties of third party design approval and quality assurance agencies.

Special Requirements: (Define all that apply)

Travel: The incumbent may be required to maintain an assigned State Vehicle. Assigned geographic areas of assignment may be re-designated depending on department need. This position may require extensive travel in the event of disaster or to assist other Division staff.

Supervision Exercised: None

Conflict of Interest (COI): Form 700 reporting required

Background Check: None

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: A valid California Driver License (CDL) as a condition of employment. Failure to maintain a valid CDL may result in termination of employment.

Physical Requirements: The incumbent must be able to read, communicate, work on a computer, sit, stand, balance, bend over, stoop, squat, kneel, twist, reach, transport up to 40 pounds, climb ladders onto roofs, crawl under floor areas, climb into trenches, and walk and/or drive a car for extended periods of time. Sturdy shoes are required to protect the employee from injury or exposure.

Working Conditions: The incumbent works out of his/her home driving to inspection sites which may include construction sites, with uneven terrain and a variety of hazards. The incumbent must conduct assigned inspections regardless of weather conditions.

Administrative Responsibility: The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

Personal Contacts: The incumbent will have extensive contact with the public, contractors and local government officials as the department's representative in a large geographic area. The incumbent must

Consequence of Error: This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies and procedures, as well as federal, state and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____ Date: _____

Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.