

**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: 401-835-8959-001 (PS 1989)
Classification: District Representative I (Non-PO)
Working Title: Building Inspector
HQ Location: Northern Area Office, Sacramento
Assigned County: Sutter, Yuba and surrounding counties
Incumbent: Vacant
Effective Date: TBD

Department Statement:

You are an important part of the team. All team members must:

- Work cooperatively
- Treat others fairly, honestly, and with respect
- Share ideas and creativity

Regular attendance is essential, and everyone should strive to provide the highest level of service. These efforts are key to the success of the Department's mission.

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

% of Time

60%

Essential Functions:

On a regular basis, conduct mobile home inspections on installations on 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; 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 provide 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; and perform inspections on employee housing facilities for maintenance, use, occupancy, and survey for illegal employee housing activities. Conduct follow-up inspections as needed. The incumbent must

provide timely response to public requests for assistance and present himself/herself in a professional manner in both appearance and conduct as a representative of the Department. All inspections require the incumbent to sit and drive for extended periods of time to inspection sites throughout the State and require the incumbent to have the physical ability to do extensive lifting, kneeling, climbing, balancing, bending, crawling and carrying required materials in order to complete an inspection at all inspection sites.

25% Maintain and update daily records of inspections, along with other supporting documentation related to inspections; completes daily, weekly, and monthly travel logs and receipts; retains all electronic files of all inspection activities and complaint investigations. Access, review, and respond to all email communications for new assignments on a daily basis. Prepare time and activity reports on a regular basis. The incumbent must maintain, update and keep accessible at all times proper files, control logs, statutes, regulations, codes, information bulletins, staff memos, auto logs, field operations manuals, etc.; and maintain a proper supply of forms and handout material, including State business cards.

10% Testify in court or in administrative hearings on behalf of the Department regarding evidence gathered in the course of an inspection and investigation, as necessary; assist the Legal Affairs Division as needed to prepare for 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. Perform other duties as needed.

Special Requirements: (Define all that apply)

Home Base – Working in Field: This duty statement indicates the assigned geographical location for this position. The employee must have a primary residence within 50 miles of the assigned geographic area and continue to maintain residency as a condition of employment. Failure to meet this requirement may result in disciplinary action.

Travel: The incumbent will be required to travel up to 20% throughout the State. 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: The position requires a DOJ/FBI Live Scan approval as a condition of employment.

Bilingual, specify language: None

License/Certification: None.

Medical Clearance: None.

Other, please specify: This position is subject to enrollment in the DMV Employer Pull Notice program. The incumbent must maintain a valid California Driver's License (CDL) as a condition of employment. Failure to maintain a valid CDL and safe driving record may result in termination of employment.

Physical Requirements: The incumbent must climb ladders onto roofs, crawl under floor areas, climb into trenches and walk/drive a car for extended periods of time. Sturdy shoes are required to protect the employee from injury or exposure.

In an 8-hour work shift, an employee will routinely be required to complete the following:

Stand/Walk/: Occasionally

Sit: Occasionally-Frequently

Drive: Occasionally-Frequently

Bend/Stoop: Occasionally

Squat/Crouch: Occasionally

Crawl: Occasionally (under homes)

Climb: Occasionally (on ladders onto roofs)

Reach/Stretch: Occasionally

Balance: Occasionally

Push/Pull: Occasionally

Carry: Occasionally (ladder, up to 40 pounds)

Lift: Occasionally

Kneel: Occasionally

Twist: Occasionally

Foot Movement: Occasionally (uses repetitive foot movements when driving a vehicle)

Hand Manipulation: The employee uses hands respectively for fine manipulating motor skills and firm grasping with all joints and digits for the following: driving, writing or typing reports on a laptop computer, use of tools, such as tape measure, mobile telephone.

Environmental Conditions: Although the employee may occasionally work indoors, the majority of work is performed outdoors, occasionally on uneven and/or hazardous terrain. While indoors, the temperature and humidity is reasonably controlled, but while out of doors, the employee is exposed to a wide variety of climatic conditions. The employee may occasionally be exposed to dust and fumes and hazards associated with constructions sites. The employee may occasionally be exposed to toxic materials, such as raw sewage or chemicals.

Occasionally = 1-33% of workday

Frequently = 34-66% of workday

Continuously = 6-100% of workday

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: None

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

Consequence of Error: Failure to carry out the program mandated inspections could result in substandard conditions that pose a hazard to the homeowners, employees or public at large. Hazards can take the form of fire, explosion, electrocution or disease.

Diversity, Equity, and Inclusion: At HCD, everyone is expected to support diversity, equity, and inclusion (DEI). Team members must create a welcoming environment where people from all backgrounds feel valued and can succeed. All team members must:

- Respect differences
- Be kind to others
- Encourage involvement
- Support new ideas
- Stay committed to DEI efforts

Equal Employment Opportunity: You must act professionally and treat everyone with respect during work hours, activities, or when representing the Department. You must help create a safe and respectful workplace, free from discrimination, harassment, inappropriate behavior, 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.