



Job Title: Associate Inspector
Job Code: 048
Department: Architectural Standards Office
Reports to: Architectural Standards Office Manager
Class Code: 9066
FLSA Status: Non-exempt
Salary Level: Hourly 17
File Name: ASO Associate Inspector.docx
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SUMMARY

The Associate Inspector performs necessary inspections within Tahoe Donner Association to ensure compliance with C&R's, Covenants and Association Rules, and Regulations for the Architectural Standards Committee. In addition, the Associate Inspector inspects properties to verify complaints, for deferred maintenance and new construction inspections. The Associate Inspector prepares correspondence and documentation such as member letters, and prepares reports and photographs for the Architectural Standards Committee and the Covenants Committee. The Associate Inspector also assists members and contractors in person, on the phone, and via email.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent customer service to members, employees and contractors.
- Close attention to detail required in all aspects of the job.
- Complete the same level of administrative tasks and duties as Office Associate II.
- Maintain current and working knowledge of Tahoe Donner Association policies and procedures, including Covenants Rules and Architectural Standards Rules, Procedures and Restrictions for Land Use.
- Maintain current and working knowledge of construction materials and basic industry standards.
- Inspect properties, homes and construction sites within Tahoe Donner Association with appropriate permits and enforces rules set forth by the Association, the Architectural Standards Committee, and the Covenants Committee. Conduct re-inspections as required.
- Prepare written correspondence and notices to members according to office procedures including additional documentation as required.
- Maintain accurate records of discussions with individuals, noncompliance with C&Rs, and Association Rules and Regulations.
- Respond to member inquiries in person and frequently meet with members and contractors regarding compliance concerns.
- Answer incoming telephone calls and emails to provide information on governing documents, rule enforcement and building and land-use restrictions.
- Maintain accurate records of discussions with individuals, noncompliance with C&Rs, and Association Rules and Regulations.
- Accept fees for construction permit process; process fee collection documentation to the accounting department.
- Process permit refunds and check requests for review by the ASO Manager.
- Prepare documentation and reports for the Architectural Standards Committee and the Covenants Committee.
- Safely operate vehicles to inspect properties within the Association in all weather conditions.
- Safely traverse undeveloped/developed property with variable terrain to conduct field inspections within the Association.
- Operate various office equipment such as telephones, cellphones, personal computers, tablets, digital cameras, copiers, etc. Utilize various computer software packages including LAMA, Goldmine, word processing, and spreadsheets, as required.
- Maintain all files, tickler systems and records required by Architectural Standards Office (ASO) procedures. Coordinate the cross referencing of records and files in accordance with the Association's record management plan.
- Other duties as required by the ASO Manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Some college or technical school; or one to two years related experience and/or training inspecting properties, general construction knowledge including limited ability to read building plans and working knowledge of Microsoft Word, Excel and Office computer programs; or equivalent combination of education and experience.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to read architectural plans and maps, write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, contractors, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, and area. Ability to apply concepts of basic algebra and geometry.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate. The employee frequently is required to remain stationary; move; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; ascend and descend or balance; position self to access files/equipment, etc. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.