

Pine Mountain Lake Association Job Description

Job Title: ECC Inspector

Job Code: 50

Employee Name:

Department: Admin

Location: Admin

Reports To: ECC

FLSA Status: Non-Exempt

Prepared Date: 3/21/19 sm

SUMMARY

Inspects homes and properties within PMLA for compliance with the Governing Documents of the Association. Documents findings to be conveyed to the Environmental Control Committee (architectural and building improvements committee).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Capable of speaking with contractors, construction site workers and/or property owners in a professional manner
- General understanding of building systems
- Ability to read and understand construction drawings and building specifications
- Read, understand, interpret and apply HOA governing documents, rules and regulations-
- Must be able to operate a vehicle
- Must be able walk on uneven ground consisting of a variety of surfaces and grades-
- Work in various weather conditions
- Regular, punctual attendance is required including bi-weekly ECC meetings
- Other duties or tasks may be assigned

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.

- Must have a valid CA driver's license
- Must have own vehicle
- Must have valid proof of automobile insurance

EDUCATION and/or EXPERIENCE

Associate's Degree (A.A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, governing documents and rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, committee members, property owners or employees of Association.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Contractor, architect, engineering or surveyor license preferred.

OTHER SKILLS AND ABILITIES

Ability to understand specific construction rules and practices.

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 stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to use hands to handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit.

The employee must frequently 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 the 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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors