



SENIOR BUILDING INSPECTOR

DEFINITION

Performs complex combination inspections of residential, commercial and industrial building sites to enforce all applicable laws and codes; performs non-structural plan checking on a variety of residential construction and modification; provides a variety of information to property owners, developers, architects, engineers and contractors and assists in administrative duties of the division.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Building Inspection Services Manager. The Senior Building Inspector will provide functional and/or technical supervision of the Building Inspector staff. This is the advanced journey level class in the Building Inspection series.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, schedule, and coordinate the field operations of the building division. Perform the most complex field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling; inspect foundation, structural, framing, plastering, plumbing, heating, and electrical installations. Perform field review of plans and specifications. Perform office plan check of residential structures and commercial/industrial projects as assigned. Maintain records and prepare appropriate paperwork, correspondence, records, and reports. Issues building permits, correction notices, and stop work orders. Resolve disputes between building division staff and developers, contractor, architects, engineers, and general public. Coordinate final inspections with other departments and agencies. Train inspectors and respond to inspector's questions and inquires on codes and compliance. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Provide general information to the public, development community and other government agencies. Confer with architects, contractors, builders, other City departments and divisions, and the general public in the field and office. Review and compute energy calculations.

Attend work or project related meetings and serve as City representative. Perform related duties as assigned. Work cooperatively with others.

QUALIFICATIONS

Knowledge of:

Codes and ordinances enforceable by the City, specifically Building, Plumbing, Mechanical, Electrical and State codes. Principles and practices of office management, general supervision and training. Principles of building inspection and plan examining. Building tools and materials and methods of building construction. Safe work methods and safety regulations pertaining to the work, including driving habits. Operation and programs of a personal computer.

Skill to:

Provide information to the general public regarding building inspection and code enforcement. Deal courteously, but firmly, and communicate effectively with a variety of individuals contacted in the course of work including resolving conflicts and problems. Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices; advise on standard construction methods and requirements. Read and interpret building plans, specifications and building codes; make mathematical computations rapidly and accurately. Establish and maintain effective work relationships with those contacted in the performance of required duties. Efficiently operate a personal computer. Organize work, set priorities and exercise sound, independent judgment within established guidelines. Communicate clearly and concisely, both orally and in writing. Oversee and train subordinate staff as assigned.

Ability to:

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials. Inspect various types of residential, commercial and industrial buildings. Investigate zoning, code and other complaints in a timely and tactful manner. Detect deviations from plans, specifications and standard installation practices. Learn applicable codes, ordinances and regulations enforceable by the City. Schedule and coordinate the field operations of the building inspection division.

Minimum Education and Experience

Education:

High School diploma is required. Advanced coursework or specialized training in planning, building inspection, construction management or a related field is desirable.

Experience:

Four years of public agency plan check and building inspection experience in inspection of commercial, industrial, and residential construction, two years of lead supervisory experience desirable.

License or Certificate:

Required upon hire, possession of a valid California Driver's License and possession of or ability to obtain a ICC Plans Examiner certificate within one year of hire; possession of ICC certificates such as Building, Electrical, Mechanical, or Plumbing Inspector. A Combination Inspector Certificate is preferred.

Council Action: April 1, 2008