



Senior Building Inspector

Summary

Monitor, coordinate, and participate in the more complex and difficult work of performing technical building inspections; enforce compliance with building codes, regulations, and ordinances; perform a variety of technical tasks relative to assigned areas of responsibility. In the course of performing the duties, this position requires independent action, discretion, and sound judgment within established management and technical guidelines.

Class Characteristics

Direction is provided by a higher-level supervisor or manager; responsibilities may include the indirect supervision of support staff.

This is a non-management, advanced journey level position distinguished by the level of responsibility assumed and the complexity of the duties assigned. Employees in this position perform the most difficult and responsible types of duties assigned to the Building Inspector classification series.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Coordinate and review work of staff responsible for building inspection services.

Plan and participate in routine and more complex building inspections and services.

Train assigned employees in their areas of work in building inspection methods and techniques, and ensure adherence to safe work practices and procedures.

Examine plans and specifications to determine compliance with the provisions of construction codes, ordinances, and regulations.

Confer with architects, contractors, builders, and the general public in the field and office.

Assist supervisors and co-workers in determining final interpretation of pertinent codes, ordinances, and regulations.

Respond to public inquiries in a courteous and professional manner; provide information within the area of assignment; and resolve complaints in an efficient and timely manner.

Recommend changes in office procedures, schedules, assignments and standards, and participate in developing and maintaining an effective, customer-oriented team.

Recommend changes or improvements in existing codes and regulations.

Perform related duties as assigned.

Skills/Abilities:

Train and direct subordinate building inspectors.

Read and interpret construction plans and specifications.

Explain, interpret, and enforce pertinent codes, ordinances, and regulations.

Independently perform the difficult building inspections.

Exercise sound independent judgment within established procedural guidelines.

Maintain accurate records and prepare clear and concise reports, correspondence, and other written materials using a computer.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

International Conference of Building Officials certification as a Combination Building Inspector or certification in all four inspection areas (Building, Plumbing, Mechanical, Electrical).

Materials, methods and practices involved in building construction, alteration and repair.

California Building and Housing Codes, City regulations, and ordinances governing building construction, alteration, and repair.

Complex principles and techniques of building inspection.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Three years of increasingly responsible experience as a Building Inspector II or journey-level worker in the building trades.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Building Inspector Certification with the International Conference of Building Officials (ICBO), as required by State law, with certification in Plumbing, Mechanical, Electrical, and Combination inspection.

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Department: Community Development

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