

**City of San Rafael  
Job Class Specification**

## **Job Title: Senior Building Inspector**

### **SUMMARY:**

Under general direction of the Chief Building Official, this position coordinates, prioritizes, schedules, and performs as a technical expert in the inspection of buildings, examines plans and specifications in the enforcement of laws regulating the construction of buildings in the City of San Rafael. This position provides lead direction and technical advice to lower level inspectors and permit technicians; issues building permits and collect fees; and acts in the absence of the Chief Building Official as necessary.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single incumbent class. This is a lead worker within the Building Inspector series. Employees within this class are distinguished from the Building Inspector II by the addition of lead worker duties including prioritizing and scheduling work, contacts with the public including problem resolution, performance of the most complex commercial inspections, plan review, quality assurance, records retention and management and providing input on the performance appraisal of the Building Inspectors and Technicians. Administrative responsibilities related to the Quality Control of building inspection, record management, and coordination with other departments.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Other duties may be assigned.

- Analyzes, distributes and monitors the inspection workflow.
- Meets with a variety of public and private officials, individually and/or in a group setting, on inspection matters.
- Assists the Chief Building Official with development of technical/informational handouts.
- Serves as a technical expert in training staff; works with employees to improve knowledge.
- Prioritizes and schedules work, including field inspections, to Building Inspectors I & II.
- Reviews and/or inspects complex commercial projects as assigned.
- Assists with complaints and dispute resolution.
- Coordinates the work of the department with other City departments and outside agencies.
- Reads and interprets plans and discusses requirements with builders and owners.
- Investigates disabled access complaints, issues reports and assists with resolution.
- Inspects building construction, plumbing, electrical and gas installations in residential, business, industrial and public buildings.
- Reviews and investigates building code violations, assists code Enforcement Division.
- Performs plan reviews of residential and commercial projects as directed.
- Provides information to the public regarding building requirements.
- May be called upon to issue building permits and determine and collect fees.
- Assists with records management, including tracking of expired permits and plan retention.
- Performs related duties as required.

### **Knowledge of:**

- Missions and requirements of other related departments and outside agencies.
- Federal, State and Municipal Codes, ordinances and regulations relating to building construction, plumbing and gas installations.

- Building construction safety standards. Principles, techniques of building inspection and engineering mathematics.
- Basic Office software (Outlook, Word, Excel, PowerPoint). Experience with the use of permit tracking software is highly desirable.
- Accepted methods of construction. Building, Plumbing, Electrical and Mechanical codes and ordinances including State Access and energy Code.

**Ability to:**

- Prioritize and schedule the work of the Building Inspectors.
- Resolve disputes concerning code requirements and effect compliance.
- Operate a computer, effectively using the department's permitting software, and operate miscellaneous office equipment.
- Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals.
- Communicate effectively with a wide range of citizens, other City and agency staff, private contractors both in oral and written format.
- Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.
- Review construction plans and conduct field inspections of buildings, subdivisions, improvements, and site development projects.
- Prepare clear, concise, and accurate spreadsheets, reports, records, and correspondence
- Maintain cooperative working relationships with engineers, architects and contractors, officials, employees and the general public.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Graduation from an accredited high school or equivalent based on courses taken from an accredited educational institution. Associate of Arts degree preferred AND five (5) years of progressively responsible experience in building inspection, including commercial inspection and/or plan check experience, of which at least two (2) years must be at the full journey level or above.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Special Requirement: Valid CA driver's license required. Building Inspector certification from International Code Council (ICC) or equivalent is required. CASP certification is highly desirable. Possession of a Commercial Building Inspector or Building Plans Examiner certification from ICC is desirable. Certification as a Commercial Building Inspector must be obtained within one year of appointment as a condition of continued employment.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move 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.

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.

## **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 is regularly exposed to outdoors weather conditions and regularly works in inside environmental conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate but occasionally loud.

The nature of the work requires the individual to climb ladders or scaffolding in order to access and walk on rooftops. A sense of balance is required to walk on pitched rooftops. The job also requires the ability to access and enter cramped quarters such as crawl spaces located under homes, or spaces such as attic areas. Working within the crawl space may bring the employee into contact with reptiles, insects and/or rodents. While conducting an inspection, employee may be required to walk over rough, uneven, and rock surfaces.

FLSA Status:           Nonexempt  
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