

**SENIOR BUILDING INSPECTOR**

**DEFINITION**

Under general direction, leads, oversees, and performs a variety of technical building inspections and non-structural plans examining work in the enforcement of building, plumbing, electrical, mechanical and related state and local codes to ensure compliance with standards and regulations governing the construction, alteration, repair and use of buildings and structures. May train and coordinate the work of building inspectors performing inspection work and basic plan checking; researches new construction materials and methods; investigates properties and buildings for the abatement of complex violations of housing, health and safety, occupancy and property codes and ordinances; provides information to and works with permit holders to resolve issues; and performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

This class receives general supervision from the Building Official in matters relating to building inspection. The Planning Manager will provide direction for any zoning issues, development review, and code enforcement. Supervision is exercised over building inspectors as specified by the Building Official or Planning Manager.

**CLASS CHARACTERISTICS**

Incumbents in this class perform complex building inspections which includes the construction, alteration and repair of private residences, commercial and industrial properties. Successful performance of the work requires the application of significant technical knowledge in a variety of code areas, sound judgment, as well as the ability to communicate effectively with a wide variety of developers, engineers, architects, business and community representatives, property owners, contractors, and the public. 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.

**EXAMPLES OF DUTIES** (Illustrative Only)

- Inspects new and existing residential, commercial and industrial properties for conformance to codes, regulations, plans, specifications and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, life safety and other functional elements.
- Performs non-structural plan checking for completeness, accuracy and code compliance.
- Oversees statistical data record keeping systems;
- Recommends violations to be submitted for legal action and prepares liens;
- Assists in division budget preparation;
- Coordinates the automated building permit systems;

## Senior Building Inspector

### Page Two

- Provides plan check services for compliance with applicable codes for minor projects, including, but not limited to, residential additions and accessory structures, and commercial, industrial tenant improvements.
- Reviews energy calculations to ensure compliance with State codes.
- Makes final inspections and issues certificates of occupancy.
- Confers with and provides information to developers, engineers, architects, property owners, occupants, contractors and the public regarding code requirements and alternatives; resolves complaints and problems.
- Prepares a variety of correspondence, reports, correction notices, procedures and other written materials.
- Maintains accurate records, logs and files.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers and the public.
- Attends Council, commission and committee meetings as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Building, plumbing, electrical, mechanical, life safety, energy, accessibility and related codes and regulations.
- City occupancy, zoning, building and construction related codes, regulations and ordinances.
- Construction methods, materials, tools and equipment used for current residential, commercial and industrial construction.
- Standard plans, specifications and materials used in the construction of City infrastructure such as streets, curbs, gutters and underground utility lines.
- Practices for documenting inspections, correcting violations and carrying through on code enforcement procedures.
- Computer applications related to the work.
- Concepts and practices of non-structural plan review.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person, over the telephone, and through electronic communication.

### **Ability to:**

- Perform efficient and effective inspections of a wide variety of residential, commercial, industrial and City properties, buildings, facilities and infrastructure.
- Interpret and consistently applying complex laws, codes, regulations and ordinances.
- Explain codes, regulations and ordinances to developers, engineers, architects, property owners, occupants and the public.
- Review and interpret plans and specifications for compliance with code requirements.
- Prepare clear and concise reports, plan correction sheets, inspection records and corrections, correspondence, citations and other written materials.

## Senior Building Inspector

Page Three

- Maintain accurate records, logs and files.
- Organize and prioritize work and meeting critical deadlines.
- Use tact, initiative and independent judgment within established procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work
- Coordinate, assign, and monitor building inspectors;
- Train subordinates on construction methods and techniques and upgrade code enforcement techniques;
- Make difficult interpretations of the Code and fair and equitable decisions where legal requirements are involved;
- Mediate differences between the department and individuals affected by the Code through conflict resolution;
- Perform mathematical calculations using a calculator;

### **Education and Experience:**

Equivalent to graduation from high school, one year serving as a building inspector and either four (4) years of construction or plan checking and/or code enforcement experience.

### **Licenses and Certifications:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Must possess a C8 Combination Inspector Certificate issued by the International Code Council (ICC).

### **Working Conditions:**

Works inside and outside. May include travel to sites out of the City. May be required to perform inspections in all weather conditions. Must be able to attend off-hours meetings or events or work occasional overtime as required.

### **Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect building and occupancy sites, including climbing ladders, working in confined spaces and standing and kneeling and walking for extended periods of time, and to operate a motor vehicle; strength and stamina to lift and carry objects weighing up to 25 pounds; vision to read printed materials, plans, specifications and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.