



Position Description

SENIOR BUILDING INSPECTOR

DEFINITION

Performs a variety of complex technical and professional inspection work in reviewing non-engineering plans and inspecting commercial, industrial and residential projects to ensure that the California Building Codes and other related codes and standards are met. This position is a Fair Labor Standards Act (FLSA) non-exempt position.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official.

SUPERVISION EXERCISED

May exercise indirect supervision over assigned building inspector staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Enforces building related codes, including the International Building Code, California Building Code Series, Uniform Housing Code, International Plumbing Code, International Electrical Code, International Fire Code, Uniform Abatement of Dangerous Buildings Code, and other appropriate local codes; issues corrections notices and citations.

Conducts field inspections of industrial, commercial and complex residential buildings during various phases of construction and remodeling to assure compliance with the above referenced codes and ordinances.

Reviews non-engineering plans including tenant improvement and remodels for conformance with codes and ordinances.

Confers with architects, engineers, contractors, developers, and other interested parties; explains, interprets, and provides guidance regarding all applicable codes within area of responsibility.

Maintains records of building and inspection activities, and completes related reports; issues certificates and permits as appropriate.

Provides indirect supervision and direction to other building inspectors

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance; responds to complex and sensitive building issues.

Assists in providing customer service at public counter, and assists the Building Official with Building and Safety Division related activities.

Provides lead direction to Building Inspectors and contract employees in the Building and Safety Division.

Performs related duties as assigned.

PERIPHERAL DUTIES

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

Assists Board of Appeals as needed, and provides required information.

Reviews proposed subdivisions for code compliance.

MINIMUM QUALIFICATIONS

Knowledge of:

International and California Building and related construction codes; and construction techniques office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety procedures; zoning and land use applications.

Ability to:

Work effectively with contractors, developers, architects, engineers, owners, and the general public; read and understand complicated plans and blueprints; communicate effectively orally and in writing; make sound decisions within established guidelines; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations; analyze complex issues, and develop and implement appropriate responses; facilitate appropriate corrective action from property owners regarding violations; read and interpret maps, sketches, drawings, specifications and technical manuals.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and six (6) years of experience in general construction or related fields; or an AA/AS degree from an accredited college in Building Inspection, Construction Technology or related field and four (4) years of experience in

general construction and related fields; or graduation from high school or equivalent and four (4) years of previous municipal building inspection experience. One (1) year of supervisory experience or lead experience is desirable.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California driver's license. Possession of International Code Council (ICC) inspector certifications in Building, Electrical, Mechanical, and Plumbing for residential and commercial applications, or other recognized certifications. An ICC Plan Checker certification is also desirable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing permitting software, motor vehicle, calculator, portable radio communication, phone, cell phone, ladder, scaffolding, tape measure, and other related tools.

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.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles: Ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, step up 2 feet on a landing, step down 2 feet off a landing, walk a 12" wide plank; walk over uneven surfaces; exposure to outside elements and confined work spaces, electrical hazards, chemicals, dust and mechanical hazards associated with construction; manual and physical dexterity to operate phone, computer keyboard and office equipment. Hand-eye coordination is necessary to operate computers and various pieces of office equipment

The employee must occasionally 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.

Work is performed in office settings. However, outdoor work is required in the inspection of various, land use and construction sites. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical part and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the environment is usually quiet in the office, and may be moderate to loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and references check, and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the position.

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Resolution Number: 2010-42

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