

SENIOR SENIOR BUILDING INSPECTOR AND PERMITS CENTER SUPERVISOR SAFETY INSPECTOR

DEFINITION

Occupants of this classification are in the classified service. The management positions assigned to this classification lead and participate in the work of Building Safety Inspectors engaged in the enforcement of building, electrical, plumbing, heating, refrigeration, and housing codes and laws, and make the more difficult inspections, as well as overseeing the operations of the Permit Center which coordinates development services activities among Building Safety, Fire Prevention, Engineering and Current Planning Divisions. ~~processing center.~~

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Building Official. The position is responsible for supervising other professional, technical, clerical and contract personnel in the Division. ~~the Building Safety Inspectors.~~

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assures prompt review of systems and plans for proposed building construction or alteration and the timely inspection of all structures being built to obtain compliance with applicable state, federal and local laws, codes, and ordinances dealing with the construction of new buildings and the alteration and safety of existing buildings.
2. Reviews and suggests revisions of the Municipal Codes to the Building Official to maintain building regulations that are up-to-date and conform with to all federal, state, and local requirements.
3. Effectively plans, schedules, and controls the utilization of time by Building and Safety Inspectors to reduce the amount of time spent in the office and maximize the time conducting field inspections. Assures the timely and productive scheduling of inspections.
4. Provides informed and skilled technical assistance and advice to architects, engineers, contractors, and homeowners on matters pertaining to building plans, zoning regulations, construction methods, materials, procedures, and building codes.
5. Inspects residential, commercial, and industrial buildings and structures to determine compliance with the structural, energy, accessibility, mechanical, plumbing, and electrical codes and approved plans and calculations.
6. Identifies and enforces a variety of codes, ordinances, and standards for conformance with approved construction plans and specifications.

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- ~~4.~~ 7. Inspects workmanship and materials in building construction for conformance with plans and specifications, and inspects potentially substandard or dangerous buildings.
- ~~5-8.~~ Generates a monthly reports for the Building Official regarding building inspection work activities and workload, and maintains various work records related to the development of such a reports.
- ~~9.~~ Ensures the quality of the work of building inspection staff by making spot-checks of the staff in the field, reviewing and evaluating workload and staff assignments, and coordinating training of building inspection staff to assure the staff keeps abreast of changing technology in the building construction industry.
- ~~10.~~ Plans and directs Permit Center activities, ensuring proper coordination with development services with appropriate division managers for the appropriate level of Permit Technician staffing among each division.
- ~~6-11.~~ Develops and monitors standards and service levels to maintain responsive customer service. Allocates staff and resources according to priorities and best practices to ensure good customer service. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels in the Building Safety Division.
- ~~7-12.~~ Responds to and resolves complaints from citizens including investigations to determine responsibility for the problem and methods of resolving the problem.
- ~~8.~~ Maintains a competent and motivated work force through selecting, disciplining, motivating, training, and evaluating subordinate staff.
- ~~9-13.~~ Selects, trains, motivates and evaluates professional, technical and clerical personnel, provides and/or assures professional and ongoing training for technical staff; works with employees to correct deficiencies; recommends and implements appropriate.
- ~~10-14.~~ Develops policies and procedures designed to improve plan checking and building inspections such as streamlined permit issuance procedures or plan checking aids such as checklists and application forms.
- ~~11-15.~~ Performs the more difficult and complex building inspections to assure construction practices conform to all applicable state and local ordinances, codes, and regulations.
- ~~16.~~ Studies new materials and methods of building construction to keep abreast of modern development. Maintains a current and thorough working knowledge of relevant building codes and standards, and is able to correctly interpret and apply them.
- ~~12-17.~~ Studies best practices in the organization and operations of municipal building departments and reports on same to the Building Official.
- ~~13-18.~~ Works with Building and Safety Inspectors/Combination Inspectors to cChecks and analyzes new building construction plans and building alteration plans in a timely manner to assure compliance with applicable codes and policies. Identifies needed corrections. Assures that deficiencies identified in plans are promptly followed up and corrected. Issues building permits to those plans meeting applicable codes and policies.
- ~~14-19.~~ Leads and participates in the work of Building and Safety Inspectors/Combination Inspectors including determining work procedures, assigning duties, training, assisting in solving work problems, enforcing City regulations and policies, and promoting work efficiency.
- ~~20.~~ Maintains a current and thorough working knowledge of the fire codes and standards, and is able to correctly interpret and apply them.
- ~~15-21.~~ Performs other related duties as assigned.

MINIMUM KNOWLEDGE, SKILL AND ABILITY

Knowledge of:

- Pertinent ~~f~~federal, s~~State and local~~ building codes ~~and~~, ordinances and regulations pertaining to building construction, including the California Building Codes; -
- Building, electrical, plumbing, mechanical, and fire codes and ordinances enforced by the City.
- Principles and techniques of building inspection and building materials.
- Accepted safety standards and modern methods of building construction.
- Principles and practices of supervision.
- Stages of construction in which possible violations and defects may be observed and corrected.
- Likely defects and faults in construction.

Skill and Ability to:

- Assign work, lead, train and supervise employees.
- Evaluate work performance based upon inspection or review of completed work product.
- Analyze the flow of work for maximum effectiveness.
- Prepare clear and concise written reports.
- Deal tactfully and effectively with fellow employees, the general public, architects, developers and engineers.
- Research and study the various building, housing, plumbing, mechanical electrical and fire codes, laws and ordinances with emphasis on building regulations.
- Communicate effectively in both verbal and written form.
- Maintain effective working relationships with contractors, supervisors, fellow employees, architects, engineers, and the public.
- Read and interpret building construction plans, specifications, blueprints, and comparing them with construction and progress.
- Detect poor workmanship, inferior material, and structural construction hazards.
- Interpret and apply building, electrical, plumbing, mechanical, and fire codes.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license. Possession of a Building Inspection Certificate issued by International Code Council (ICC) Certification as a Building Inspector ~~is~~ desirable.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school graduation or equivalent and a minimum of four years of experience as a Building ~~and Safety~~ Inspector. AA/AS degree is desirable A minimum of one (1) year experience coordinating or providing technical or general supervision to others is required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.

- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform lifting, pushing and/or pulling of objects which may occasionally weigh up to ~~50~~ 40 pounds.
- May be required to climb ladders or scaffolding at construction sites.
- Is subject to office and outside environmental conditions.
- Must be available to attend meetings after regular business hours and/or weekends and travel to various work sites.