

SENIOR BUILDING INSPECTOR

DEFINITION

To organize, assign and review the work of assigned staff engaged in building inspection and permitting activities; to perform complex technical building inspection and plan review duties and problem resolution requiring specialized knowledge; and to provide highly responsible technical support to assigned supervisor, and acts in the absence of the Building Official, as assigned..

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the technical Building Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing complex building inspection, plan review and problem resolution duties and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Exercises technical and functional supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to a variety of building inspection, plan review, and associated office duties.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Assists in the coordination of staff training; works with employees to correct deficiencies.

Oversee and coordinate building inspection, plan review and related work; act as the City's technical expert and interprets or assists the Building Official to interpret codes in difficult and sensitive situations.

Conduct field inspection of work under permit to enforce building, health, safety and other related codes.

Assist Building Official to develop technical and informational handouts and downloadable PDFs on the City website; assist the Building Official with a variety of development, capital improvement, code enforcement and related projects as they relate to building inspection and plan review.

Review proposed budget with the Building Official; provide plan review and inspection services on major and complex residential and commercial projects; recommend alternative methods of compliance.

Meet and confer with contractors, developers, property owners, builders, architects, engineers and others to explain and clarify codes and regulations; effect solutions to problems where possible.

Review and investigate building code violations, assist code Enforcement Division as needed.

Assist with complaints and dispute resolution; investigate disabled access complaints; issue reports and assist with resolution.

Maintain accurate records and files; provide quality control duties related to records of the building inspection and plan review functions of the division.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Methods and procedures of construction, including materials, techniques for plumbing, electrical, mechanical and gas installations.

Methods and procedures of building construction safety standards.

Methods and procedures of planning, zoning, fire, electric, construction and public works codes.

Principles, techniques of building inspection and engineering mathematics.

Methods and procedures for conflict resolution.

Ability to:

Perform complex technical building inspection and plan review duties and problem resolution requiring specialized knowledge.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve building inspection activities; sit at desk for long periods of time; and stand at the counter to answer questions of the public.

Intermittently, walk, stand, kneel, climb, and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 25 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Prepare and maintain clear, organized, concise and accurate reports and records.

Read and interpret complex plans and documents while checking for code compliance.

Perform complex plan review and inspections for all levels of construction.

Calculate figures and amounts such as discounts, interest, proportions, and percentages.

Resolve disputes concerning code requirements and compliance.

Prioritize and schedule the work of lower level Building Inspectors.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Building Inspector II with the City of Healdsburg.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in building inspection technology, construction management or a related field.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a Combination Building Inspector and Building Plans Examiner certificate from International Code Council (ICC) or equivalent.

Possession of Certified Access Specialist Program (CASP) certification is desirable.