



CLASS SPECIFICATION

Class Code: 60016131
Date Established: 07/2016
Last Reviewed: 07/01/2021
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 12 months

SENIOR BUILDING INSPECTOR

DEFINITION

Under general supervision, performs skilled building inspection and enforcement work regarding construction and safety codes and ordinances; oversees more complicated construction projects; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of progressively responsible experience in building inspection and code enforcement, or in reviewing architectural, structural, electrical, or mechanical plans, or as a licensed general contractor; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Must possess an ICC Residential Building Inspector (B1) certification and one additional certification in building, electrical, mechanical, or plumbing from a recognized code organization or agency at the time of application.

Must possess an ICC Residential Combination Inspector certification at the time of application.

DISTINGUISHING CHARACTERISTICS

This is the senior level class in the Building Inspection series and is distinguished from the Building Inspector by its functional supervisory responsibilities and performing more complex duties with minimal guidance and supervision. It is distinguished from the Building Inspection Supervisor in that Building Inspection Supervisors have direct supervisory and work coordination responsibilities for other building inspection staff.

SUPERVISION EXERCISED

Exercises lead supervision over Building Inspectors.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide lead direction, training, and scheduling assistance to staff within the Inspection division; monitor their learning progress and provide the supervisor with feedback for staff performance evaluations.

Provide assistance to the Building Inspection Supervisor in overseeing the more complicated construction projects through inspections of buildings, mobile homes and other projects in process of construction, alteration, demolition or repair for their compliance with building codes and ordinances, sound construction methods and safe construction practices; perform safety and structural evaluations of buildings after a major earthquake or flood.

Provide assistance and support to the supervisor in planning and managing the day-to-day operations of the office functions; maintain accurate records regarding inspections; coordinate and ensure final approvals from all government agencies involved in a project's final acceptance.

Facilitate complaint resolution and act as the direct contact for the customer when the customer experiences complications in the inspection process; assist other departments and outside agencies for complaint resolution, policies and procedures, County Code and building code requirements and alternatives.

Read, interpret, and approve blueprints including structural submittals for building code and structure compliance.

Research and evaluate new materials, methods and building construction processes for compliance with building and safety codes.

Analyze data and determine if violations have occurred, coordinating correction of construction deficiencies with landowners.

May issue stop orders to halt operations that violate building codes or are a danger to the public.

Work closely with the District Attorney's office in preparing cases for court, issue misdemeanor citations to violators and testify in court as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Computer software specific to the department/division.

Ability to:

Perform the full scope of building inspection and code enforcement work with minimal guidance and supervision.

Promote and enforce safe work practices.

Exercise discretion, sound judgement and logic.

Recognize construction/safety problems and make recommendations for their correction.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles, practices, and applicable regulations and codes related to residential and commercial construction and inspection.

Principles and practices of building inspection and plan review.

Structural engineering concepts and practices related to residential and commercial building design and construction.

Inspection methods and code enforcement practices.

Construction material specifications and product installation standards.

Ability to:

Perform building inspections for compliance with building and County safety codes.

Detect deviations from plans, regulations, and standard construction practices.

Provide advice and consultation on standard construction methods and requirements.

Make arithmetic calculations quickly and accurately.

Read and interpret building plans, specifications and blueprints and compare them with construction in progress.

Prepare reports and maintain records.

Read, interpret, and apply building plans, building codes, specifications, regulations, policies, and procedures.

Communicate effectively both orally and in writing.

Skillfully use digital permitting software and equipment such as tablets, smart phones, laptops and computers.

Remain polite, tactful, and diplomatic in stressful situations.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Willingness to crawl under buildings. Ability to work on slippery or uneven surfaces and on scaffolding and ladders. Ability to lift and move objects weighing up to 50 lbs. Ability to work under conditions involving exposure to noise, dust, grease, and chemicals. Ability to work around machinery with moving parts. Work is performed both in the office and outside in various types of weather.

All required licenses and certifications must be kept current for continued employment.

This position requires the completion of a minimum of 45 hours of continuing education every three years.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.