

SUPERVISING BUILDING INSPECTOR

DEFINITION:

Under general direction of the Chief Building Official, the Supervising Building Inspector oversees day to day operations pertaining to the Building Division's operation and activities; supervises and directs the work of assigned staff; performs advanced technical work; supervises building inspections during all phases of construction, alteration and repair; to enforce compliance with building codes, regulations and ordinances; to work with developers, architects and contractors to maintain code requirements; and to perform a variety of advanced technical duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Supervising Building Inspector is distinguished from the Senior Building Inspector in that an incumbent in this class is primarily responsible for performing more advanced work functions and supervising the building service division. Employees at this level exercise a high-level of independent judgment in the interpretation of procedures and regulations.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

ESSENTIAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Performs a variety of routine and specialized duties in support of the Building Division's operations and activities; including inspects commercial, industrial, and residential buildings, residences, mobile homes, hotels and motels during various stages of construction, alteration and repair to ensure compliance with applicable codes, ordinances and regulations; participates in the development and implementation of policies and procedures;
- Supervise subordinates including training, assigning, reviewing, and evaluating work performance, counseling and disciplining staff resolving grievance;
- Supervises, coordinates, schedules, and assigns periodic inspections of construction work requiring permits to enforce building, zoning, mechanical, plumbing, electrical, fire prevention and investigation, housing, accessibility, and related codes and regulations for a wide variety of construction types;
- Trains staff in proper inspection practices and methods and evaluates field practices; assesses needs for additional educational development; arranges and provides training and education programs for contractors and public at large. Conducts more complex field inspections and plan examinations as needed;
- Reviews plans and specifications for buildings and related construction alteration to determine practicability of plans, compliance with regulations and validity of permits; inspects building sites during construction, alteration or repair for compliance with the minimum standards of building ordinances and related codes and regulations; locates and resolves cases of illegal construction;

- Confers with architects, contractors, builders and the general public in the field and office; performs counter service duties; explains and interprets building requirements and restrictions.
- Reviews and approves building inspection documentation including final inspection certifications and related documents.
- Coordinate's inspection activities with the Fire Department; enforces safe fire and code regulations.
- Maintains files and reports regarding inspection and plan check duties, activities and findings.
- Transmits seismic fees to the State; completes statistical reports; collects licensing fees.
- Distributes and oversees work of technical staff; provides staff training as needed.
- Creates new permit categories and all supporting data bases for new permit types; performs data updates.
- Perform related duties as required.

QUALIFICATIONS:**QUALIFICATIONS:****Knowledge of:**

- Operations, services and activities of a municipal building inspection and code enforcement program;
- Building safety and fire prevention methods in construction practices and fire investigation techniques; supervisory practices and leadership techniques;
- budgetary practices and customer service principles;
- Laws, ordinances and codes regulating building construction and zoning. Methods and techniques of building inspection;
- Pertinent codes and ordinances related to building, plumbing, mechanical and electrical requirements;
- Principles and procedures of record keeping;
- Principles and practices of technical report preparation.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State, and local codes, laws and regulations.

Ability to:

- Perform advanced level building inspection activities in a variety of structures including residential and commercial buildings.
- Establish and maintain cooperative working relationships.
- Work effectively in a team-oriented environment to accomplish shared goals
- Read and interpret complex and difficult building plans and specifications.
- Supervise and perform complex building inspections and detect deviations from plans and specifications.
- Review situations accurately and take appropriate action according to established guidelines.
- Understand and carry out oral and written directions independently.
- Prepare clear and concise technical reports.
- Maintain complex records and files.
- Interpret, explain and enforce applicable building codes and ordinances
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing

- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines:

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

EXPERIENCE:

Three (3) years of increasingly responsible professional level experience working in the Building & Safety Division

Building inspection experience including two (2) years at a lead or supervisory level preferred.

Experience in the public sector is strongly preferred.

TRAINING

Graduation from high school or evidence of equivalent education proficiency. A bachelor's degree from an accredited college or university in Public Administration, Business Administration or closely related field is desirable.

LICENSE AND CERTIFICATIONS

Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

Possession of ICBO Combination Inspector Certificate.

WORKING CONDITIONS

The work environment characteristics and physical/mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions:

The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time and operating motorized vehicles. The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs detailed work; deals with interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.