

## **SUPERVISING BUILDING INSPECTOR**

### **DEFINITION**

Under general direction plans, schedules and supervises the work of building inspection and code enforcement staff; performs other related work as required.

### **DISTINGUISHING FEATURES**

Work in this class is characterized by direct supervisory responsibility for building inspection and code enforcement operations. An incumbent is expected to function as an expert in combination and specialty inspection work involving the interpretation and enforcement of codes and regulation for building and related health and safety areas.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

1. Plans, schedules and supervises the work of assigned building inspection and code enforcement staff; prepares and establishes work schedules and priorities; reviews work progress and problems.
2. Reviews construction documents for residential, commercial and industrial construction; ensures compliance with applicable codes and regulations; approves final inspection.
3. Coordinates and may perform the more complex or sensitive inspections.
4. Coordinates activities with other City departments, divisions and work units and with other agencies, contractors and consultants.
5. Assists in the development of goals, objectives, procedures and work standards; evaluates, revises and implements work methods; develops work programs.
6. Ensures adherence to and application of established safe work practices and procedures.
7. Performs staff duties including the more difficult or unusual assignments.
8. Provides information and technical assistance; responds to, investigates and resolves complaints.
9. Determines and orders supplies and materials.
10. Conducts studies and investigations; prepares various reports and summaries; collects data, maintains records, inventories, logs and records; may prepare and make presentations.
11. Maintains current knowledge of new construction methods, materials and techniques; reviews and revises policies and procedures; monitors code changes and updates City practices as required; may attend meetings and conferences.
12. May serve as liaison to various groups, agencies and other divisions and departments.
13. May prepare and administer budgets, or assist in preparing budget estimates and in monitoring and controlling expenditures.
14. Supervises trains and evaluates assigned staff.

### **Other Duties**

1. Performs related duties as assigned.

### **WORKING CONDITIONS:**

- Work is performed in both indoor office environment and offsite inspection settings.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- Frequent public and customer interaction which may include interacting with upset customers, staff, and the public in interpreting and enforcing departmental policies and procedures during code enforcement or emergency inspections.
- Occasional exposure to wet or humid conditions; extreme cold or extreme heat.
- Occasional exposure to fumes or airborne particles, unpleasant odors, dust, and vibration.
- Occasional exposure to toxic/poisonous substances, biologic/infectious agents, vermin, insects, parasites during code

enforcement or emergency inspections.

- Occasional exposure to hazardous/moving equipment or machinery during code enforcement or emergency inspections.
- Occasional work at heights during code enforcement or emergency inspections.
- Occasional use of protective clothing equipment, devices, materials during code enforcement or emergency inspections.
- Occasional travel to City work sites, locations, and meetings to conduct work.

#### **PHYSICAL DEMANDS:**

- Sitting for extended periods of time.
- Frequent standing to inspect sites and serve at the public counter.
- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard, electrical testers during inspections, calculator and to operate standard office equipment.
- Vision abilities or the ability to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Reach with hands and arms; repetitive movements of hands or wrist; climb or balance; stoop, crouch, squat, crawl, walk; twist and bend from the waist.
- Hearing and speaking to present and exchange information and to communicate in person and by telephone with governing bodies, stakeholders, and relevant departments and partners.
- Smelling to detect gas leaks and code violations for habitability.

#### **EMPLOYMENT STANDARDS**

##### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or equivalent.

Experience: Four years of progressively responsible journey level building inspection and/or code enforcement experience, at least two of which shall have been in a senior, lead or chief capacity.

##### Knowledge

Knowledge of building construction, electrical installation and repair, and plumbing and mechanical methods and materials; Uniform Building, Fire, Plumbing and Mechanical Codes and National Electric Code and related state and local laws; proper inspection methods; safe work practices and procedures; legal procedures involved in the enforcement of codes and ordinances; automated permit tracking systems and designated computer software applications.

##### Ability

Ability to effectively plan, coordinate, supervise and participate in assigned building inspection and code enforcement work; plan work schedules and monitor performance; read and interpret construction plans, notes, specifications and legal property description; interpret and apply established procedural and safety requirements; interpret, apply and explain related codes, ordinances and regulations; identify and implement improvements in organization, work procedures and equipment; analyze complex, technical and administrative problems and make sound recommendations for their solution; establish and maintain accurate records; prepare reports and estimates; perform accurate mathematical calculations; operate designated computer equipment and software; use initiative and exercise independent judgement; draw valid conclusions and project consequences of decisions and recommendation; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, contractors, architects, engineers and the general public; and supervise, train and evaluate assigned staff.

##### Other Requirements

Possession of valid International Conference of Building Officials Combined Inspector Certification; or separate certifications as follows: Building, Plumbing, Mechanical and Electrical Inspector; or equivalent certification as recognized by the City, or the ability to obtain within one year of appointment and maintained throughout employment.

Possession of a valid International Code Council (ICC) Plans Examiner, Specialty Inspector, or Building Official certification is

desirable.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.