

SENIOR BUILDING INSPECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction of the Chief Building Official, performs a full range of advanced journey level duties in support of the Building Department; leads, oversees, and participates in the more complex and difficult work of staff responsible for the inspection of building systems at various stages of construction, alteration, and repair for compliance with applicable state and local codes as well as conformance with project conditions established by the Planning Commission or City Council; acts as a technical expert and provides a variety of support duties often involving interdepartmental coordination.

IDENTIFYING CHARACTERISTICS

This is the advanced journey level class in the Building Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff and performing commercial and other complex inspections. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Assignments are varied and require the exercise of considerable judgment and independence in the interpretation of codes and regulations. This classification differs from the next lower classification of Building Inspector II by the performance of lead responsibilities and by the level of technical and professional expertise required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Leads, plans, coordinates, prioritizes, reviews, and participates in the work of assigned building inspection staff; discusses job progress with inspectors and ensures that inspections are performed according to City standards.
2. Trains assigned employees in their areas of work including building inspection work methods, procedures, and techniques; assists in the evaluation of job performance. supervises the use, care, and operation of equipment.
3. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
4. Serves as lead in providing in-office customer service to the public and other departments; interprets codes and regulations; reviews, researches, and communicates results in determining applicable codes/ordinances; explains required inspections, construction requirements, and construction and repair methods and materials to owners, architects, engineers, contractors, staff, and the public; advises owners on matters related to building permits; acts as lead in investigating and resolving building and related complaints.
5. Leads and performs field inspections of residential and commercial buildings during various stages of construction and remodeling; ensures that structures are being constructed in accordance with approved plans and specifications and in compliance with applicable state and local laws, ordinances,

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and codes (including, but not limited to, building, plumbing, mechanical, electrical and energy codes) to ensure the health, safety, and welfare of the public.

6. Prepares warning letters to negligent owners or contractors; follows negligent cases through prosecution in situations of non-compliance.
7. Serves as a technical advisor to City staff and officials, public agencies and members of the public; serves as a resource for other inspectors in all codes and their application
8. Reviews and analyzes non-code specific construction applications for code compliance.
9. Performs a full range of technical and administrative duties in support of the Building Department including projects with urgent time constraints and involving interdepartmental coordination.
10. Drafts recommendations for changes in codes, ordinances, or standards; proposes and drafts Building Department policies and procedures.
11. Provides support for the Building Department permit tracking system; prepares, analyzes, and reports data from the permitting database and historical records.
12. Tracks builder fees and credits; reconciles bonds, fees, and monies collected from outside agencies.
13. Maintains a variety of files and records related to areas of assignment including records of inspections made and actions taken, and plans; inputs and retrieves information into computer data bases; prepare reports, correspondence, and a variety of other written materials as requested.
14. Attends and participates in professional group meetings, training seminars, and classes; maintains awareness of new trends and developments in the field of building inspection; keeps informed of changes and new legislation pertaining to building codes and related regulations; ensures that appropriate staff is informed and current; conducts staff briefings.
15. Acts in the absence of the Chief Building Official; may lead building maintenance staff.
16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles of lead supervision and training.

Methods, materials, and progressive steps used in the construction of buildings and related structures.

Pertinent building related codes, ordinances, and regulations enforced by the City including applicable building codes, plumbing, electrical, and mechanical Codes; zoning ordinances, general land use codes, and related City codes and state mandated regulations.

Advanced principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices.

Special inspection testing procedures and practices.

General engineering principles.

General principles of database design.

General governmental accounting principles.

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Accepted building construction safety standards and methods.
Operational characteristics and use of standard equipment used in building inspection and the building trades.
Occupational hazards and standard safety procedures.
Permit processing procedures.
Modern office procedures, methods, and equipment including computers.
Principles and procedures of record keeping and reporting.

Ability to:

Lead, organize, and review the work of staff.
Plan and organize daily work schedules and prioritize inspections.
Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
Understand, interpret, explain, and enforce provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
Read and interpret complex plans and specifications.
Independently perform the most difficult building inspection duties.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and to detect deviations from plans, regulations, and standard construction methods, practices, and requirements.
Adapt to changing technologies and learn functionality of new equipment and systems.
Determine that construction systems conform to City code requirements.
Advise on standard construction methods and requirements.
Exercise sound and independent judgment.
Respond to requests and inquiries from the general public.
Maintain complete and accurate records.
Write reports and correspondence.
Make arithmetical computations rapidly and accurately.
Safely and effectively operate tools and equipment used in building inspection and the building trades.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications including the permit tracking system.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized training in building technology, architecture, engineering, or a related field is desirable.

Experience:

Three years of responsible combination building inspection experience equivalent to that of a Building Inspector I/II with the City of Suisun City.

License or Certificate:

Possession of an appropriate driver's license.
Possession of an International Code Council (ICC) certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with travel to various locations to attend meetings and to perform inspections; the employee often works in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.