

## **SENIOR BUILDING INSPECTOR**

### **DEFINITION**

Under direction, assist the Division Head in the administration of the division; provide technical assistance to building inspectors, assisting in their training, supervision and evaluation; perform complex technical work and inspections; and do related work as required.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

Assists Building Inspectors in the inspection of buildings and structures in all stages of construction, alteration, and repair; reviews and checks building plans and specifications for all industrial, commercial, public, and residential structures and buildings; enforces building, plumbing, electrical, mechanical, and zoning codes and laws; issues permits and collects fees; interprets code requirements to builders, subcontractors, and owners; checks and reviews guidelines set down by the Division Head for understanding and compliance; investigates violations and complaints received through the zoning and building departments; provides phone and counter service to the public, contractors, and architects. Personally performs field inspections of the more complex or difficult building construction, plumbing, mechanical, or electrical installations in all stages of completion in residential, business or public buildings to insure compliance with applicable building, electric, plumbing, mechanical and safety codes, safety orders, ordinances and regulations; conducts final inspections of completed work giving approval to acceptable structures and installations; checks contractors and industrial and commercial businesses to insure they are properly licensed; keeps records and prepares reports of inspections; resolves disagreements and problems concerning inspections and compliances; supervises the Building Division in the absence of the Division Head.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Federal, state and municipal codes, ordinances, and regulations related to zoning, building construction, electrical, plumbing, mechanical, heating, and gas installations; building construction, materials and accepted safety standards; inspection methods and procedures; elements of effective personnel supervision.

JOB SPECIFICATION  
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**Ability to:** Read and interpret building plans and specifications; perform complex building, plumbing, mechanical and electrical inspections; interpret and apply provisions of pertinent codes and regulations, prepare accurate and concise reports; acquire and demonstrate skill supervising and managing work of others; learn administrative techniques, methods, and procedures of personnel management, budget preparation, and other skills required to assist in management of the Division; work with, troubleshoot, and assist in developing improvements to computerized Division operations; establish and maintain cooperative working relations with engineers, architects, contractors, and the general public; work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Three (3) years of experience to include a minimum of one (1) year full-time plan check experience and one (1) year of progressively responsible experience in a variety of municipal building inspection work.

**Education:** Graduation from high school or equivalent. A desired course of additional education would include two (2) years of college course work in Civil Engineering, Architecture, Building Inspection, or completion of an Apprenticeship Program in a building construction related field.

**License:** Possession of a valid Class C California Driver License and possession of the International Code Council (ICC) or equivalent organization Plans Examiner Certificate and Building Inspector Certificate. Possession or attainment of additional ICC Certificates in electrical, plumbing, and mechanical entitles successful applicant to a 2 percent pay incentive for each certificate achieved.

**R: 02/07**