



Department:	Community Dev./Bldg.
Bargaining Unit:	SEIU
Salary Range:	E66
Last Revision:	April 1995

SENIOR BUILDING INSPECTOR

DEFINITION

Under direction, to perform a variety of commercial, industrial, and complex residential building inspection duties at various stages of construction, alteration, and repair; to plan review commercial, industrial, and residential projects; and to provide technical assistance to the other inspection staff and the general public.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Review electrical, mechanical, plumbing, building, energy, handicapped, and other plans and specifications to ensure conformance to Uniform Building Code, Mechanical, Plumbing, and Electrical Codes, Title 24 energy requirements, accessibility standards, and pertinent provisions of health, safety, and fire standards.

Conduct field inspections of industrial, commercial, and complex residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of City, State, and Federal agencies.

Inspect foundation, concrete, steel, masonry and wood construction, framing, plastering, plumbing, heating, and electrical installations and a large variety of other complex and routine building system elements.

Provide technical assistance and training to other building inspection staff in plan checking and inspection of complex construction projects.

Confer with architects, contractors, builders, and general public in the field and office; explain and interpret requirements and restrictions.

Ensure proper and safe installation of routine and complex building systems.

Coordinate inspection and plans examining activities with other City departments and divisions.

Maintain detailed records and prepare reports.

OTHER JOB RELATED DUTIES

Research and develop City ordinances; update building codes periodically.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.

Building related codes and ordinances enforceable by the City including the Uniform Building, Electrical, Plumbing, and Mechanical Codes.

Health, safety, and fire standards in building construction.

Advanced principles and techniques of building inspection and plans examination work.

Standard types of building construction, materials, and methods.

Recent developments, current literature, sources of information, and research techniques related to building code enforcement.

Principles of staff training.

Principles and procedures of record keeping and report preparation.

Modern office practices, methods, and computer equipment.

Occupational hazards and standard safety practices necessary in the area of plan review and building inspection.

Principles and practices used in dealing with the public.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Advise on standard construction methods and requirements for residential, commercial, and industrial buildings.

Provide technical assistance and supervision to other building inspection staff.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Respond to requests and inquiries for information regarding building policies and procedures.

Perform accurate mathematical computations.

Enforce necessary regulations with firmness and tact.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three (3) years of responsible building inspection experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in building codes.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver=s license.

Possession of, or ability to obtain, I.C.B.O. certification as a combination inspector is highly desirable.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to cold, heat, noise, outdoors, vibration, confining work space, and electrical hazards; ability to travel to different sites and locations.

Effective Date: April, 1995