



Senior Building Inspector

Class Specification

Revised 9/23

Class ID: 711

Unit: NAME

Probation: 12 Months

FLSA: Non-Exempt

DEFINITION

Under the general supervision, performs plan checking of construction documents and the inspection of buildings and other structures for compliance with accessibility, building, fire, electrical, energy, mechanical, and plumbing codes, and enforces the zoning and sign ordinances to ensure compliance; oversees inspection assignments, supervises building inspectors and coordinates building inspector training, and serves as the primary staff contact for complaints and dispute resolution related to building inspection; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Building Official. Exercises direct supervision over Building Inspectors and other assigned staff.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level and supervisory position in the Building Inspection series. The incumbent will spend a significant portion of time working independently in the field and making decisions requiring technical judgment and discretion to complete complex assignments. The Senior Building Inspector class is distinguished from the next lower classification of Building Inspector II by the responsibility to supervise and train other building inspectors, and the level of required technical judgment and independence.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Examine plans and specifications of construction documents and inspect buildings and other structures during construction, alteration, or repair for compliance with accessibility, building, electrical, energy, fire, mechanical, and plumbing codes to ensure compliance to City and State codes, ordinances, approved plans, calculations, and specifications.

Check and inspect setbacks, signs and fences from property lines and boundary determinations to ensure compliance with approved plans, construction codes, zoning regulations and ordinances.

Maintain records regarding inspections; and work closely with other departments on construction and code violations; prepare related reports and other documents.

Approve or reject construction permits, plans and documents, and order corrections to ensure compliance.

Oversee inspection assignments; supervise and evaluate building inspectors; provide and coordinate building inspector training; work with employees on performance issues.

Serve as the primary staff contact for complaints and dispute resolution related to building inspection.

Investigate reports of violations of the zoning, sign, grading, and building ordinances and laws; inform parties of the violation and the means to achieve compliance; issue warning notices and notices to appear where violations occur and may testify in legal proceedings.

Respond to questions from contractors and other individuals concerning local and State building and zoning codes, and construction work in progress or subject to local codes.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- All major types of building construction, materials and methods, stages of construction, and accepted safety standards.
- Federal, state, and municipal codes, ordinances, laws, and regulations related to accessibility, building, construction, electrical, energy, fire, mechanical, plumbing, and zoning codes and their application in all buildings and structures.
- Inspection and investigative methods and procedures.
- Business English, including spelling, grammar, vocabulary and report writing.
- Computer software applications appropriate to the position.
- Basic supervisory principles and practices.
- Record keeping and office practices and procedures.

Skill or Ability to:

- Apply federal, state, and municipal codes, ordinances, laws, and regulations related to accessibility, building, construction, electrical, energy, fire, mechanical, plumbing, and zoning codes to all buildings and structures in the field and in the office.
- Conduct complex building inspections.
- Exercise sound and independent judgment in complex situations
- Deal tactfully and effectively with a diverse population to reach mutually beneficial design and construction solutions and alternatives.
- Communicate ideas clearly and concisely both orally and in writing.
- Perform complex calculations; maintain accurate records and prepare clear and concise reports, correspondence, and other written materials using a computer or mobile device.
- Supervise, train, and evaluate building inspectors.
- Respond professionally to complaints relating to inspections and resolve in a reasonable manner.
- Read, evaluate, and interpret plans, specifications and documents.
- Develop and maintain effective work relationships with individuals in other governmental agencies, City employees, business and industrial establishments and the general public.
- Follow proper procedures and instructions in the performance of assigned duties.
- Use and operate computer, permit tracking systems and related applications.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a high school diploma or equivalent, and four (4) years of increasingly responsible and recent work experience in building inspection and/or construction. Public sector and lead or supervisory experience is preferred.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.

- Possession of valid Combination Residential Inspector or Combination Commercial Inspector, and Plans Examiner certification from an approved agency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment and computers to inspect various buildings and structures including commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen, and make inspections; color vision color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the phone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds with appropriate equipment or staff assistance.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels with controlled temperature conditions. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.