

SENIOR BUILDING INSPECTOR

DEFINITION

Under general direction, leads, oversees, and participates in the inspection of complex building systems at various stages of construction, alteration, and repair; to coordinate and schedule inspections; and to participate in the review of building plans and specifications.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level class in the Building Inspector series. Incumbents of this class perform the most complex building inspections work requiring the use of considerable independent judgment and initiative. A Senior Building Inspector is expected to assume responsibility for inspections scheduling, coordinating inspections activities with other departments, and to provide training to lower level Building Inspectors.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Chief Building Official/Plan Checker. Assignments may require the indirect supervision of lower level Building inspectors.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Schedule and perform different building inspections in various stages of progress of new and remodeled commercial and residential buildings, code enforcement investigations, mobile home park local enforcement, and Residential Health & Safety program.

Approve acceptable work or indicate revisions necessary for code or ordinance compliance. Issue notices of improper or hazardous structures to owners or builders, including stop work orders.

Check commercial and residential building plans and specifications for compliance with the International Code Series, as adopted by the City of San Pablo, California Building Code, Zoning Ordinance (Title 17), Buildings and Construction Code (Title 15), Health and Safety Code (Title 8), Subdivisions Code (Title 16), Signs Code (Title 18), and other related codes and ordinances.

Prepare and issue Plan Check review reports in consultation with the Chief Building Official.

Assure proper and safe installation of routine and complex building systems. Inspect foundation, concrete, framing, plastering, structural members, accessibility, plumbing, mechanical, electrical, energy, fire and green codes and standards, and a variety of other complex building system elements.

Interpret codes and ordinances and respond to a variety of questions and concerns/complaints from engineers, architects, contractors and the public relative to inspections activities, plan checks, and building permit requirements.

Complete and maintain a variety of records, reports, documents, and correspondence related to field inspections., including use and maintenance of an automated permit tracking system.

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Coordinate building inspections activities with other departments and with outside agencies when necessary.

Coordinate a variety of activities regarding the City's code enforcement and abatement program (along with the Police Department) and Residential Health and Safety program.

Receive, check and process requests for building permits; approve building permit applications and issue building permits as appropriate, including the calculation and determination of appropriate fees in coordination with the Permit Technicians.

Investigate and work to resolve code compliance complaints by tenants, residents, other public agencies, and other interested parties.

Provide emergency inspection services on an as-called/as-needed basis, when required by the Chief Building Official, to immediately evaluate incidents, such as building fires, vehicle building crashes, and natural disasters, such as floods and earthquakes.

Provide training to other inspection staff as necessary.

Important

Enforce codes, regulations and ordinances firmly, impartially and with tact.

Prepare a variety of reports, using specialized software

Learn, interpret and explain applicable codes and regulations.

Operate and use modern office equipment including computers and applicable software

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Use sound judgement in recognizing scope of authority.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative and effective relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, practices, and materials used in commercial and residential building construction, alteration, and repair.

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California Building, Electrical, Mechanical, Plumbing, Energy, and Housing Codes.

California Building Code, Title 24, Accessibility, and Green Codes.

Federal, State, and local laws, statutes, codes, and ordinances relating to commercial residential building construction.

Principles and practices of building inspection work.

Public contact and communication skills.

Ability to:

Keep all certifications current and up to date with International Code Council (ICC)
Read, interpret, and understand the various codes and ordinances relating to building inspections work.

Read and interpret plans and specifications and detect defects and faulty workmanship and materials.

Evaluate the quality of materials and workmanship utilized in residential and commercial building construction.

Maintain and prepare reports.

Perform complex and difficult inspections.

Provide training to other inspection staff.

Safely operate a city vehicle

Maintain safe and insurable driving record

EXPERIENCE AND EDUCATION

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

Experience:

Three years of experience in the building inspections field performing journey-level, complex and difficult inspections.

One or more years of past experience in at least one of the construction trades is preferred.

Education:

Equivalent to completion of the twelfth grade, to be supplemented by specialized courses in construction management, engineering, architecture or a related field.

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License or Certificate:

Possession of a valid California Driver's License.

Possession of at least two specialty inspector certificates (e.g., plumbing, electrical, mechanical, etc.) from the International Code Council (ICC).

Possession of a Residential and Commercial Building Inspector certificates from the ICC, or to obtain such certificate(s) within 12 months of employment.

Possession of a Plan Checker certificate from the ICC, or to obtain such certificate within 12 months of employment.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: up to 3 hours of standing, sitting, bending, crouching, stooping, kneeling, crawling, climbing, balancing, turning, or jumping; between 3 to 6 hours of walking, lifting and carrying supplies and material up to 50 lbs., pushing or pulling material up to 10 lbs.; up to 3 hours of verbal contact face-to-face, on the phone or to the public (speech and hearing); up to 3 hours of reaching forward and overhead; finger dexterity, grasp (firm and light); pinching grasp; vision accuracy (near and far), depth perception, field of vision, and color vision.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: understanding abstract variables, interpreting instructions, solving standard problems, comprehending detailed uninvolved instructions and one or two-step instructions, simple to complex- reading, writing, and math skills; forming, synthesizing, coordinating, analyzing, compiling computing, copying, comparing, mentoring, negotiating, persuading, serving, taking instructions, setting up, manipulating, driving; comprehending/following instructions; performing from simple, repetitive tasks to varied, complex assignments; maintaining work pace; relating to people; influencing people, evaluating, generalizing; and responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors with exposure to extreme heat and cold; unprotected heights; moving machinery; change in temperature and humidity; exposure to dust, fumes, smoke and gases, toxic/caustic chemicals; excessive noise, exposure to solvents, grease or oil; work is frequently performed on uneven, sloping, slippery, surfaces; work is performed around others and alone; hard hats and protective footwear required.

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