CITY OF OCEANSIDE

REVISION: JANUARY 2006
CLASS CODE: 2301ME
UNIT: MECO

CLASS SPECIFICATION

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.*

DEFINITION

Under general direction, to perform plan checking functions for commercial and/or industrial structures including tenant improvements, large housing tracts and custom homes; to enforce applicable City building codes; to conduct building inspections in the field to ensure conformance with established building codes; and to perform a variety of tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs plan checking functions for commercial and/or industrial structures including tenant improvements, large housing tracts and custom homes; examines plans for compliance with established uniform building codes, zoning regulations and ordinances; approves plans accordingly; enforces applicable City building codes; assigns occupancy and construction type to plans; completes appropriate plan check forms and maintains records; coordinates plan checking activities with other departments; transmits plans and specifications to appropriate departments, divisions or outside consultants; researches building codes, product listings and manuals; maintains references for plan checking functions; establishes and maintains a system of log sheets and files to track current status of projects; files approved plans and specifications; meets with and advises architects, engineers, contractors, home owners and the general public regarding building projects; responds to questions and inquiries and interprets City building codes and regulations; reviews and interprets plans and building code issues with building inspection and code enforcement staff; maintains current knowledge of building codes; conducts building inspections in the field to ensure conformance with established building codes; inspects electrical, plumbing, mechanical and other building structures; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of plan checking and review.
Modern methods and procedures of building construction.
Methods and techniques of building inspection.
Types of building materials and variations in their qualities.
Engineering mechanics and properties of materials relating to building inspection and plan checking.
Pertinent uniform building and zoning codes, ordinances and regulations.
Acceptable health and safety standards and requirements in building construction.

Principles and practices of record keeping.

Ability to:

Analyze, interpret and accurately check building plans and specifications.
Interpret, apply and enforce applicable building and zoning codes and regulations.
Maintain complete and accurate records of plan and specification checks.
Perform building inspection duties.
Coordinate plan checking and building code enforcement activities with other departments.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING QUALIFICATIONS

Experience:

Three years of increasingly responsible building inspection or plans examination experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in engineering, architecture or a related field.

License or Certificate

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid ICBO certification as a Building Inspector or Plans Examiner based upon assignment.

WORKING CONDITIONS

Environmental Conditions:

Office and/or field environment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time or for performing inspections at building sites; visual acuity to read and interpret building plans and specifications and to perform inspections.