

**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, leads, oversees, and performs the most technical building inspection and plans examining work in the enforcement of building, mechanical, plumbing, electrical, and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; provides information to and works with the public to resolve problems; conduct building inspections in the field to ensure conformance with established building codes; provide functional and/or technical supervision of the Building Inspector staff; performs related duties and responsibilities as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class within the Building Inspector series. Employees within this class are distinguished from Building Inspector I, II and III by the level of responsibility assumed and the complexity of duties assigned, including performing lead/supervisory activities and conducting the most complex building inspections. Employees at this level are required to be trained in all procedures related to building inspection and plans examining work to ensure compliance with building codes, regulations and ordinances.

**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.*

Provides functional and/or technical supervision of the Building Inspector staff; assigns and monitors the work of workgroup; provide training to assigned staff; train staff on building inspection methods, procedures, and techniques; act as a resource for lower level staff and provide direction and assistance as needed; develops and presents training programs; plans and schedules work assignments; recommends staff and equipment needs; performs plan inspections for complex 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; researches building codes, product listings and manuals; maintains code and standards references; 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 assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- The principles and practices of supervision and training.
- Principles and practices of building inspection procedures.
- 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:**

- Create and coordinate work schedules.
- Analyze, interpret and accurately check and apply building plans and specifications.
- Interpret, apply and enforce applicable building and zoning codes and regulations.
- Maintain complete and accurate records of inspections.
- Perform building inspection duties on the most complex projects under construction.
- Respond to requests, complaints 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**

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

**Training:** Equivalent to a Bachelor's degree from an accredited college or university in engineering, architecture or a related field.

### **License/Certificate**

- Possession of an appropriate, valid driver's license.
- Possession of, valid ICC certification as a Building Inspector or Plans Examiner based upon assignment.

## **WORKING CONDITIONS**

**Environmental Conditions:** Office and field environment to conduct building inspections; exposure to computer screens; inclement weather conditions; construction sites; extensive public contact.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting, walking and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings and to conduct building inspections.