



MARCH 2016
FLSA: NON-EXEMPT

SENIOR INSPECTOR

DEFINITION

Under general supervision, performs either complex non-structural plan check and combination inspection of residential, commercial and industrial sites or engineering construction projects; monitors and oversees on-going activities at assigned capital improvement construction sites and development projects to ensure compliance with plans, codes, specifications and standards; coordinates departmental activities with contractors and utilities; provides lead direction, training and technical advice to Inspectors; performs code enforcement through issuance of warning notices, stop work orders and correction notices and administers fines for violations; and, performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Inspector, Division Manager, or the Chief Building Official. May exercise technical and functional direction over and provide training and guidance to staff as assigned.

CLASS CHARACTERISTICS

This is the advanced journey-level in the Inspector classification series and incumbents are assigned to both the Public Works Department, where they function as engineering construction inspectors on capital improvement projects, development projects and encroachments; and to the Building and Safety Services Division, where they function as combination inspectors on commercial, industrial and complex residential buildings and developments. This class is distinguished from the Supervising Inspector in that the latter's has full supervisory authority and the former has the responsibility for more complex inspections requiring the use of considerable independent judgment and initiative.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

When performing all assignments:

- Provides lead direction to inspection staff, including determining workloads, setting schedules, adjusting priorities, interpreting policies; giving technical advice and training and making evaluation recommendations.
- Inspects properties and materials for compliance with plans, specifications and codes, including both new and existing structures and observes and inspects the work at critical times in the construction process.
- Responds to questions and complaints regarding codes and regulations, inspection schedules, inspection results and code compliance requirements in person, on the phone, and while attending project planning meetings.

- Confers with and provides information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolves complaints and problems and may negotiate change orders.
- Reviews and approves progress payments and change orders in consultation with division management.
- Maintains construction/building inspection files and logs; prepares reports, correspondence, and other written materials.
- Writes citations or stops work in progress, depending upon the nature of the infraction; documents actions and testifies in court as required.
- Performs other duties as assigned.

When assigned to construction inspection:

- Interacts with contractors, engineers, architects and others engaged in capital improvement projects, development projects and encroachments regarding progress, scheduling, project problems, plan interpretation, specification interpretation, testing and field measurements; and coordinates the work of consultants for testing and special inspections.
- Coordinates inspection- and construction-related activities with contractors and utility companies, including conducting pre-construction meetings, preparing pay estimates, preparing change orders and scheduling inspections.

When assigned to building inspection:

- Reviews requests for building permits; approves permits and determines appropriate fees.
- Inspects new and existing residential properties for conformance to codes, regulations, plans, specifications and standards related to foundations, framing, electrical, plumbing, access, life safety, energy compliance and other functional elements.
- Performs inspections of a complex nature for commercial and industrial projects.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Building, plumbing, electrical, mechanical, life safety, energy, and related codes, with an emphasis on one of the building trades, depending on assignment.
- Concepts and practices of non-structural plan review.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to the governing the construction of assigned projects.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Knowledge of storm water and environmental compliance requirements.
- Safety equipment and practices related to the work, including safe driving rules and practices.
- Basic principles of supervision and training.
- Mathematical principles including algebra, geometry, and trigonometry.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.

- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, schedule, assign, and oversee activities of staff; train others in work procedures.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures and departmental policies governing the construction and inspection of buildings.
- Review, understand, interpret, and analyze construction blueprints, plans, specifications, architect and engineering drawings, and maps for conformance with City standards and policies.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Coordinate and deal with contractors, engineers, and property owners, as well as investigate building code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Perform the entire range of combined building inspection activities with a minimum of supervision with a special emphasis on one of the building trades.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Effectively represent the department and the City in meetings with other departments, public and private organizations, and individuals.
- Establish and maintain accurate logs, records, and basic written and electronic records of work performed using modern technology.
- Make accurate mathematic computations.
- Operate office equipment and computer applications related to the work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade and four (4) years of either construction or building inspection experience, depending upon assignment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of an ICBO Certificate as a Building, Plumbing, Mechanical or Electrical Inspector.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.