

SENIOR BUILDING INSPECTOR

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in residential and commercial building inspection activities including the enforcement of City building regulations.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Building Inspection Supervisor.

Exercises technical and functional supervision over building inspection staff.

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

Plan, prioritize, lead, review, and participate in the work of staff involved in a variety of residential and commercial building inspection duties.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide or coordinate staff training; work with employees to correct deficiencies.

Establish schedules for building inspections; plan, prioritize, assign, and review the work of staff involved in building inspections.

Prepare various reports regarding operations and activities.

Confer with and give information to architects, engineers, contractors, and owners regarding inspections, building, and housing codes and methods of construction.

Senior Building Inspector

-2-

Review plans and specifications for proposed construction projects.

Research new and revised construction methods and materials.

Analyze and prepare inspection problems and code interpretations.

Respond to complaints regarding unfair enforcement of City regulations.

Perform complex field inspections to ensure compliance with plans and code requirements.

Prepare and file reports.

Coordinate building inspection activities with other City departments, divisions, and outside agencies.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of lead supervision, training and performance evaluation, including safety practices and related record-keeping.

Types of building construction, materials and methods of all stages of construction.

Modern principles and techniques of building construction and inspection work.

Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.

Building related codes and ordinances enforceable by the City, including adopted California Building, Electrical, Plumbing and Mechanical Codes.

Research methods and sources of information related to building code enforcement.

Pertinent federal, state, and local laws, codes, and regulations.

Applicable equipment and instruments used in area of assignment.

Ability to:

Senior Building Inspector

-3-

Act as lead worker and perform advanced journey level residential and commercial building inspection activities.

Independently perform duties related to the direction and coordination of residential and commercial building inspection activities including the enforcement of City building regulations.

On a continuous basis, know and understand all aspects of the job; analyze technical plans and reports; prepare inspection reports; know, understand, interpret and explain department and program policies, procedures, rules, codes, laws, and operational procedures; observe, analyze, evaluate and solve building inspection problems/issues, taking appropriate course of action; remember various building inspection rules and codes.

Intermittently sit at a desk while studying or preparing reports; stand at a counter for long periods of time; twist to reach equipment or materials; stand, walk, balance, stoop, kneel, climb, crawl, and bend while performing field inspection duties; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Apply technical knowledge and follow proper inspection techniques in examining workmanship and materials.

Detect deviations from plans, regulations, and standard construction practices.

Advise on standard construction methods for requirements for commercial, industrial, and residential buildings.

Interpret and apply pertinent federal, state, and local laws, codes and regulations.

Determine if construction systems conform to City code requirements.

Read, interpret, and apply complex building plans and code requirements.

Make arithmetical computations rapidly and accurately.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training

Experience

Senior Building Inspector

-4-

Two years of experience performing work similar to that of a Building Inspector II in the City of Roseville.

Training

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree, supplemented by college level courses in Building Inspection Technology or related field including classes in the C.E.C., C.B.C., C.M.C. AND C.P.C.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of an I.C.C. certification as a building inspector by date of application.

Possession of, or ability to obtain, an I.C.C. certification as a plumbing, mechanical, and electrical inspector is highly desirable.

10-25-18

07-02-13

12-12-07

05-12-07

12-01-98

07-01-89

Senior Building Inspector