

CITY OF BIG BEAR LAKE

SENIOR BUILDING INSPECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs the more complex or specialized inspections; examines residential, commercial and industrial building and grading plans; assists at the public counter in issuing permits; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Building Inspector** is the advanced working level of the Building Inspector series. Assignments include one or a combination of the following duties: performs the more complex or specialized inspections; conducts environmental site inspections; serves in a lead capacity over building inspection field or office operations; examines residential commercial and industrial building and grading plans to determine conformance to minimum codes, regulations and ordinances. This class is distinguished from the Building Inspector II in that the latter class performs inspections of standard difficulty and learns plans examining and public counter procedures. It is distinguished from the Supervising Building Inspector, who has full supervisory responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Supervising Building Inspector. May exercise functional and technical supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs the more complex and specialized inspections of buildings and structures being built, altered, moved, rehabilitated, or abated for compliance with building, plumbing, mechanical, electrical, grading accessibility, mobile home, and environmental codes, regulations and ordinances to ensure the health, safety and welfare of the public.
- Assists at the public counter and accepts building plan applications for review; checks building plans and specifications for compliance with various codes; keeps informed of changes and new legislation pertaining to building codes and related regulations; issues standard construction and occupancy permits and approves final inspection certificates.
- Checks the safety of construction and installation practices; inspects the quality of materials and methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, pools and spas, firewalls, masonry, electrical, heating and air conditioning systems, plumbing and other construction work; inspects building for proper disability access to ensure conformance with Americans with Disabilities Act requirements; makes final inspections to clear permits.
- Conducts initial and follow-up inspections/investigations pertaining to environmental enforcement, including, but not limited to, water quality, air quality, habitat conservation, and grading inspections and/or code violations.

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- In a lead capacity, provides technical assistance and reviews difficult field inspections completed by lower level building inspectors; oversees the completion and accuracy of assignments by building inspectors; resolves field inspection problems and complaints.
- Examines plans and specifications of residential, commercial and industrial structures to ensure compliance with codes, regulations and ordinances; conducts inspections of existing buildings to determine hazardous conditions; determines the classification and occupancy groups of structures; determines type of construction allowable floor area and height; looks for construction or alterations being performed without proper building permits.
- Interprets codes and regulations; explains required inspections and construction requirements to owners, architects, engineers, contractors, the public and other building inspectors; advises owners on matters related to building permits; investigates and resolves building and related complaints; maintains records and files of inspections made and actions taken.
- Prepares reports and correspondence; coordinates building inspection activities with other City departments, divisions and with outside agencies; assists in training new employees; attends continuing education classes as required.
- Issues correction notices, vacate and stop work orders; turns over to Code Compliance for follow-up as appropriate; assists Code Compliance in performing their inspections.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The ability to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, snow, hot and cold with sun exposure. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, operate in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to work nights and weekends, respond to after-hours emergency call outs.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Building Inspector**. A typical way of obtaining the required qualifications is to possess the equivalent of:

A high school diploma or equivalent. Five years of building inspection, grading inspection, plans examining, civil engineering, or architecture or environmental enforcement experience supplemented by related college level education which would have provided the required knowledge and abilities.

License/Certificate:

Possession of a valid California Class C driver's license and a safe driving record. Possession of an International Code Council (I.C.C.) Building Inspection Certification within six months of appointment is required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices and methods used in various building construction and maintenance, including plumbing, electrical and mechanical disciplines; operational characteristics and use of standard equipment used in building inspection and the building trades; inspection procedures and methods; principles of environmental enforcement inspection procedures and methods; building and construction standards and materials; testing procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including construction code manuals and specifications; permit tracking, financial and word processing software programs; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; and occupational hazards and standard safety procedures.

Ability to:

Perform difficult and specialized building grading and environmental inspections; accurately check building plans and specifications; apply policies, procedures, codes and regulations pertaining to building inspection; plan and prioritize daily inspections; read and interpret maps, sketches, plans, drawings, specifications and technical manuals; maintain I.C.C. certification through continuing education programs; keep accurate records; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; perform mathematical calculations quickly and accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and variety of word processing and software applications.