

SUPERVISING BUILDING INSPECTOR

DEFINITION

To supervise and coordinate the building inspection section of the Building Division, and to provide technical assistance and guidance to assigned staff; may serve as acting City Building Official in the absence of the incumbent.

DISTINGUISHING CHARACTERISTICS

This is a supervisor level classification that reports to the City Building Official. The Supervising Building Inspector is responsible for the coordination and oversight of the building inspection section of the Building Division, including supervision and training of building inspection staff. This position is distinguished from the Senior Building Inspector classifications as the latter performs difficult and complex inspections and provides lead and technical assistance to Building Inspectors, but does not provide direct supervision or coordinate the programs of the building inspection section.

SUPERVISION RECEIVED

General supervision is provided by the City Building Official and Deputy/Director of Development Services.

SUPERVISION EXERCISED

Provides direct and indirect supervision of Senior Building Inspectors and Building Inspectors.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Coordinates and supervises inspection functions and activities to insure compliance with structural, accessibility, electrical, plumbing, heating, ventilation, refrigeration, and mechanical codes, laws and ordinances.

Serves as a field supervisor to inspect work in progress and upon completion to assure that inspections are conducted in a uniform manner.

Assists in assigning inspection districts to technical staff to insure equitable distribution of work loads.

Establishes priorities and time-frames for inspection and code enforcement activities.

Develops training programs, guidelines and checklists for all inspectors in order to ensure a constant level of technical competency in plumbing, mechanical, electrical and building code enforcement.

Provides assistance in the resolution of difficult field inspection problems and disagreements with contractors and homeowners.

ESSENTIAL DUTIES (continued):

Prepares performance appraisals of assigned personnel.

Interprets codes for the general public, contractors, architects and engineers.

Prepares reports and conducts studies of varying complexity on a variety of field inspection programs and activities.

Conducts field inspections as needed.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

California Building, Plumbing, Mechanical and Electrical codes, ordinances and laws.

Ability to:

Interpret and apply applicable laws and ordinances.

Supervise and train technical personnel.

Coordinate and monitor code enforcement activities and functions.

Develop training programs and guidelines in all specialty areas of code enforcement.

Communicate clearly and concisely both orally and in writing.

Deal effectively and tactfully with employees, the general public, architects, engineers and contractors.

Perform the physical aspects of field inspections.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years experience in building, electrical, plumbing or mechanical inspection including two (2) years performing lead or direct supervision.

Education: Equivalent to completion of the twelfth grade.
Completion of supervisory skills training coursework within the probationary period as is required by the City.

EXPERIENCE AND EDUCATION (continued):

License and Certificates: Possession of a valid California Driver's License at time of appointment.

Possess and maintain, or have the ability to obtain within one (1) year of hire, an International Code Council (ICC) certification as a Combination Inspector. Being an ICC Certified Building Official (CBO) and/or Certified Access Specialist (CAsp) is desirable.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: Ability to work at construction sites with occasional exposure to slip, trip, and fall hazards; perform various physical activities including standing; walking; kneeling; crouching; stooping; bending; squatting; twisting upper body or torso; occasional climbing of stairs or ladders. Ability to work in varied climatic conditions including high heat and/or cold. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H330 Supervising Building Inspector

August 1989

Rev: January 2002

Revised December 2014

Revised April 2018

EEO Code: 022

FPPC STATUS: Designated

FLSA STATUS: Exempt