

SENIOR BUILDING INSPECTOR

Definition:

Under general direction leads and participates in a combination of advanced, technical inspections related to a wide variety of building, zoning, municipal codes and regulations governing new and existing construction; investigates complaints and interprets technical standards; inspects electrical systems, grading, plumbing, mechanical and building construction, alteration and repair; inspects for National Pollutant Discharge Elimination System (NPDES) devices related to storm water runoff at construction sites; ensures compliance with Federal, State of California and local codes and standards; reviews plans; enforces inspection safety regulations and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Participates in, leads, coordinates and directs the inspection of new construction and improvement/remodeling construction for possession of permits and checks for conformity with building codes and approved plans.

Participates in, leads, coordinates and directs the inspection of soil conditions, excavations, setbacks, foundations and all phases of residential and commercial construction.

Participates in, leads, coordinates and directs the inspection of materials and methods used in construction, remodeling and repair work to determine materials and methods used.

Performs the most difficult and complex inspections and makes decisions on technical problems.

Participates in the supervision, training and evaluation of assigned staff; determines work schedules and inspection priorities; distributes work and inspections to staff as appropriate.

Acts as a liaison between the Community Development Department, contractors and the public.

Confers with and advises builders, contractors, architects, property owners and assigned staff of appropriate conditions, standards and requirements.

Inspects suspected unsafe or defective construction in response to notification from other City departments and the general public.

Reviews work in progress and upon completion for conformance with standards.

Operates a personal computer and uses applicable software to prepare a variety of correspondence and prepare or maintain a variety of reports and records.

Investigates and resolves disputes and concerns; interprets codes and regulations and orders corrections if work is found to be in violation of standards.

Inspects for NPDES devices as appropriate.

Reviews plans for conformance to applicable regulations and codes.

Uses basic hand tools, small and large hand probes and a camera.

Lifts and moves filled binders and other items weighing 15 pounds or less.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Issues building permits.

Class Characteristics:

Senior Building Inspector is a single incumbent class in the Community Development Department and is distinguished from the lower level Building Inspector classes by the performance of coordination and lead duties and the most complex inspection duties. The incumbent performs a wide variety of duties requiring substantial independent judgment and initiative, works under minimal direction/supervision and solves most work related problems independently.

Contacts and Relationships:

The Senior Building Inspector establishes and maintains contact with other Community Development Department staff and has substantial interaction with building contractors and property owners and their representatives. Additional contact will occur with staff in other City Departments and with the general public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

English usage, spelling and grammar.

Principles of construction and procedures and methods of advanced building inspection work.

Methods, practices, materials and equipment used in construction, remodeling and repair.

Applicable regulatory codes and regulations.

Basic principles of supervision and training.

Legal procedures involved in the enforcement of building codes and ordinances.

Customer service and conflict resolution techniques.

Safety hazards and inspection safety practices related to construction, remodeling and repair.

Computer applications related to area assigned.

AND

Ability to:

Understand and interpret building codes, ordinances, plans, specifications and blueprints.

Detect and locate faulty materials and construction and perform a variety of difficult and complex combination inspection work with limited supervision.

Apply laws and regulations affecting construction inspection and enforce applicable codes with firmness, tact and impartiality.

Lead others and direct and organize the work of assigned staff.

Use independent judgment and initiative and make sound decisions in accordance with established procedures and policies.

Communicate effectively orally and in writing in English.

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

Meet the public with courtesy and tact.

Understand and carry out oral and written instructions.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Associates Degree from an accredited college with major course work in a related field or completion of a construction inspection certification program from an accredited community college.

AND

Experience:

Five years of progressively responsible experience as a Building Inspector including two years as a Building Inspector III or in a similar position, six months of lead experience and one year of experience inspecting mid-rise or high rise commercial buildings.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Designation as a certified Residential or Commercial Building Inspector by the International Code Council (ICC) or equivalent International Conference of Building Officials (ICBO) certification and at least one of the following: ICC certified Electrical, Mechanical or Plumbing Inspector or certification as a Special Inspector in Structural Steel and Bolting, Prestressed Concrete or Reinforced Concrete, Structural Masonry, or Reinforced Concrete prior to appointment. Certification by other approved organizations in the categories indicated may be accepted if they are determined by the City to be equivalent.

Must be able to work a flexible schedule to accommodate City needs. This class is subject to overtime.

The City of Fullerton's Conflict of Interest Code requires that the Senior Building Inspector file financial disclosure statements in accordance with state and local laws.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment and on-site in the field when performing inspections. When work is performed outdoors there is full exposure to the elements. The incumbent uses a computer, keyboard and related equipment, data recording equipment, basic hand tools, small and large hand probes and drives a vehicle on City business. The incumbent sits, stands, walks, reaches, bends, grasps and lifts and moves filled binders and other items weighing 15 pounds or less. When performing inspections the incumbent kneels, crouches, twists, climbs stairs, ladders and inclines, crawls in confined spaces, walks on roofs and scaffolding and may walk on slippery/uneven slopes and surfaces and be exposed to extreme noise, damp conditions, construction

fumes, solvents, chemicals, dust, soil, electrical hazards and vehicular traffic. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised and Title Change from Senior Combination Building Inspector June 2014

Revised August 2007

Revised and Title Change from Senior Building Inspector December 2004