



CITY OF CITRUS HEIGHTS

SENIOR BUILDING INSPECTOR

DEFINITION

To oversee, schedule and coordinate the field inspection activities of the Building Division; to inspect the more complex structural building systems at various stages of construction, alteration, and repair to ensure conformance with approved plans, specifications, codes, ordinances and laws; and to act as the Chief Building Official as necessary.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Building Inspector series. This class is distinguished from the other classes within the series by the level of responsibility assumed, complexity of duties assigned, and by the independence allowed to operate and make decisions in performing their assignments. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are expected to act as a lead and train staff including assigning and monitoring work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Building Official.

Provides technical and/or functional supervision over building personnel as appropriate.

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

Perform the most complex inspections of commercial/residential buildings and structures to determine compliance with the structural, mechanical, plumbing, electrical, and housing codes and approved plans; review plans and applications for building permits; issue building permits and certificates of occupancy.

Work with diagrams, specifications, plans, and similar documents; read and interpret building construction and engineering plan specifications and codes.

Respond to complex customer services issues; investigate violations and complaints; identify illegal construction activity and issue violation notices.

Confer with and assist architects, engineers, contractors, builders, and the general public in the field and office regarding the interpretation of requirements and restrictions; assist with more complicated projects.

Develop and implement procedures and practices related to area of assignment; review and evaluate service levels and recommend changes in procedures and practices related to area of assignment.

Coordinate, schedule, assign, and monitor work of contractors; ensure compliance with City standards and requirements; communicate routinely, effectively and professionally with contractors.

Prepare and maintain reports, letters, and correction notices on code violations and variations from approved plans; update permit activity information in a specialized database or permit management tracking programs; maintain inspection or permit file; submit inspection reports as required; perform office duties as necessary.

Train building inspection staff in all aspects of building inspection and plan checking; review reports for quality and accuracy.

Participate in training program for inspectors; keep current on new codes, ordinances, laws, and amendments.

Act on behalf of the Chief Building Official when needed.

Perform duties as needed when assigned to standby duty or on-call to provide after-hours emergency assistance related in storm activities or other issues; respond in emergency situations as needed.

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 the adopted Building, Plumbing, Mechanical, and Electrical Codes, and pertinent state, county, and city codes and ordinances.

Modern and complex principles and techniques of building construction and inspection work.

Modern and complex principles of structural design and engineering mathematics.

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

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

Proper field inspection methods and procedures.

Principles and practices of plan checking.\

Principles of structural design, engineering mathematics, and soil engineering.

Principles and practices of supervision and training.

Principles and practices of safety management.

Principles and practices of customer service, including conflict resolution.

Project tracking methodologies.

Common computer application programs such as word-processors, spreadsheets, database programs, and presentation software.

Ability to:

Inspect and analyze complex standard building construction and identify code violations.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve building division activities.

On an intermittent basis, walk, stand, kneel, climb and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; climb ladders or scaffolding, ranging up to 50-60 feet, in order to access and walk on roof tops, walk on 6/12 pitched roof tops; access and enter cramped quarters such as crawl spaces located under buildings or spaces such as attic areas; walk over rough uneven or rocky surfaces, and to jump over trenches and other obstacles; sit at desk for long periods of time and stand at the counter to answer questions of the public; use telephone and write or use a keyboard to communicate through written means; lift, carry, or pull weight of 30 pounds or less.

Interpret and apply applicable laws, rules and regulations.

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

Determine if construction systems conform to City code requirements; read and interpret complex building plans, specifications and building codes.

Schedule, coordinate, and lead field operations of the Building Division.

Train others in techniques and practices of building inspections and plan checking activities, including related safety and technical methods.

Increase knowledge of building and related codes and ordinances enforceable by the City, specifically: Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electrical Code, State Housing Law, basic zoning, grading, and flood zone regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Use a computer with proficiency and familiarity; collect, analyze, and summarize data using computer application programs.

Communicate clearly and concisely, both orally and in writing.

Use principles of effective office and field safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Preserve confidentiality of sensitive information routinely encountered in the course of work.

Experience and Training

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

Experience:

Three years of experience similar to a Building Inspector II with City of Citrus Heights.

Training:

Equivalent to the completion of the twelfth grade. Additional college coursework in public administration, planning, plan checking, and/or building inspections techniques, principles, and practices are desirable.

License or Certificate:

Possession of, a Building, Plumbing, Mechanical or Electrical Inspector Certificate by the International Code Council (ICC) or other approved certifying organization. Multiple certificates are highly desirable.

Possession of a valid Plans Examiner Certificate is highly desirable.

Possession of a valid California driver's license and proof of automobile liability insurance.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

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