

# CITY OF SIMI VALLEY

## SUPERVISING BUILDING INSPECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, supervises, assigns, reviews and participates in the work of staff responsible for providing residential, commercial, and industrial building inspection services; coordinates assigned activities with other divisions, departments, outside agencies and the public; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for providing residential, commercial, and industrial building inspection and plan checking services; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
2. Establish schedules and methods for providing inspection services; evaluate opportunities for improving service delivery methods and procedures; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Perform the more technical and complex tasks of the work unit including providing technical direction and assistance to building inspectors.
6. Oversee inspections to verify consistent interpretation and uniform application of building inspection process.
7. Meet and confer with architects, contractors, developers, the general public, and other public agencies to ensure that projects meet minimum code requirements.
8. As needed, assist the public with code information at the counter and over the phone.
9. Provide plan check on commercial, industrial and residential building project applications; verify compliance with codes and meet with other City staff regarding code compliance and interpretation.
10. Maintain and update approved plan and active permit files.

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11. Review plans and construction documents to approve permits for issuance.
12. Coordinate the development and enhancement of permit tracking and inspection tracking systems.
13. Investigate and resolve complaints concerning alleged code violators.
14. Participate in the selection of inspection staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
15. Participate in the preparation and administration of the building inspection program budget; forecast funds needed for staffing, equipment, materials and supplies; submit budget recommendations; monitor expenditures.
16. Prepare analytical and statistical reports on operations and activities.
17. Serve as Building Official as required.
18. Coordinate activities with those of other divisions, departments, agencies and organizations.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building code enforcement.
20. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services and activities of a building code enforcement and inspection program.  
Methods and techniques of building inspection.  
Principles and practices of plan checking.  
Principles of supervision, training and performance evaluation.  
Occupational hazards and standard safety practices.  
Local and State codes regulating building construction.  
Modern building construction methods and materials.  
Potential liabilities regarding construction.  
Engineering practices and calculation methods.  
Modern and complex principles and practices of code interpretation.  
Principles and practices of customer service.  
Automated permit tracking and workflow systems.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Supervise, organize and review the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Ensure adherence to safe work practices and procedures.  
Interpret all building, plumbing, mechanical, electrical and fire codes and ordinances.  
Conduct comprehensive review of building plans, estimates, specifications, and engineering reports.  
Read and interpret engineering and architectural drawings, plans and specifications.  
Resolve building inspection issues with staff and the general public.  
Persuade contractors and the general public to voluntarily comply with a variety of regulations.

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Interpret and explain City policies and procedures.  
Prepare clear and concise reports.  
Operate office equipment including computers and supporting applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented specialized training in the construction trades, building inspection or a related field.

**Experience:**

Four years of building code enforcement and inspection experience including one year of administrative or lead supervisory responsibility.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of an appropriate, valid building inspector certificate issued by I.C.C.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office, field and construction site environment; exposure to noise, dust and electrical energy.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, climb, and kneel for prolonged periods of time; requires operating motorized vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

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*Johnson & Associates*

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