

CITY OF SIMI VALLEY

SENIOR 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, leads, oversees, and performs the most technical building inspection and plans examining work in the enforcement of building, mechanical, plumbing, electrical, and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; researches new construction materials and methods; and provides information to and works with the public to resolve problems.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Building Inspector series. Employees within this class are distinguished from Building Inspector I and II by the level of responsibility assumed and the complexity of duties assigned, including performing lead supervisory activities and conducting the most complex building inspections. Employees at this level are required to be trained in all procedures related to building inspection and plans examining work to ensure compliance with building codes, regulations and ordinances.

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. Participate and oversee inspections of commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations; perform the more difficult and complex inspection services; inspect existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances
2. Provide lead supervision and training to assigned staff; train staff on building inspection methods, procedures, and techniques; act as a resource for lower level staff and provide direction and assistance as needed.
3. Assist in providing counter plan checks and review revisions and as-built plans as necessary; examine plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
4. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, routine plumbing, heating and electrical installations, and a large variety of other complex building system elements.
5. Confer with and provide information and assistance to architects, contractors, builders and the general public in the field and office; explain and interpret applicable codes, ordinances, and regulations; and respond to technical questions by telephone or at the front counter.

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6. Assist in preparing legal documents such as warrants for inspection, citation briefs, and repair and demolition orders; track cases and coordinate processing with other City staff and outside agencies.
7. Assist in developing policies, procedures, and standards related to building inspection work activities.
8. Maintain a variety of files and records; enter and retrieve information into database; prepare reports, correspondence, forms, handouts, and related written materials as requested.
9. Attend and participate in meetings, seminars, and conferences; stay abreast of new trends and innovations in the field of building inspection and plans examination work.
10. Conduct inspections and review plans for seismic safety precautions and code compliance.
11. Provide lead supervision and training to assigned staff on proper safety procedures related to all work performed.
12. 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 inspection program.

Principles and practices of lead supervision.

Building-related codes and ordinances enforced by the City, including the uniform building, electrical, plumbing and mechanical codes.

Zoning, land use laws and grading principles.

Codes and ordinances related to disabled and public access.

Advanced principles and techniques of building inspection and plans examining work.

Principles of structural design and engineering mathematics.

Major types of building construction, materials and methods.

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

Office procedures, methods, and equipment, including computers and applicable software applications.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Read, interpret and explain complex building plans, specifications, schematic diagrams, blueprints, and building codes.

Determine if construction systems conform to City Code requirements.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Make mathematical computations rapidly and accurately.

Enforce necessary regulations with firmness and tact.

Understand and follow oral and written instructions.

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 with specialized training in the building trades, code enforcement, or related field.

Experience:

Two years building inspection experience at a level equivalent to Building Inspector II.

License or Certificate:

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

Possession of an appropriate, valid building inspector certification at time of appointment.

Possession of an appropriate, valid electrical, plumbing, mechanical or related additional inspections certification required at time of appointment.

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; travel from site to site; work at public counter; 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, (i.e.: ladders, scaffolds, slopes, roofs, trenches), crawl (in attics or under flooring), and/or kneel for prolonged periods of time; sufficient mobility to work in and around construction projects; requires operating motorized vehicles.

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

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

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