

COUNTY OF SOLANO

BUILDING INSPECTOR (SENIOR)

Rev. 08/05

DEFINITION

Assists the Building Official in overseeing the work of staff in the Building & Safety Division, inspection and permit technician staff; and inspects complex or highly visible construction projects, reviewing plans for conformance with codes, interpreting and explaining code requirements, resolving problems. Provides technical assistance to Building Official in matters dealing with construction codes, laws, ordinances, and procedures and may act on his/her behalf in his/her absence.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to lead or perform advance journey level work in the inspection of construction, alterations, and repairs to residential, commercial, industrial, public, and institutional buildings to ensure compliance with structural safety and zoning regulations, construction codes, ordinances, and laws. Incumbents are expected to be skilled in one of the trades (such as carpentry, plumbing, or electrical) and have some knowledge and skill in other trades since they regularly exercise technical judgment and discretion based on such familiarity with a wide variety of construction and repair problems requiring advanced knowledge of the above trade areas. This class can be distinguished from that of Building Inspector II by its Lead or advanced journey level responsibility, which includes training and assigning/coordinating the work of building inspectors, permit technicians, engineers, and/or code compliance officers, and conducting the more complex or highly visible building inspections.

SUPERVISION RECEIVED AND EXERCISED

Reports to and receives general supervision from the Building Official.

Provides lead worker and some supervision to professional and support staff.

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

Provides direction, guidance, training, and assistance to employees; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; responds to employee problems/concerns; assists in selecting new employees.

Interprets, explains, and applies the provisions of standard building codes, electrical codes, plumbing codes, mechanical codes, fire prevention codes, life/safety codes, energy codes, disabled accessibility codes, and other applicable federal, state and local codes, ordinances, laws, rules, regulations, specifications, standards, policies and procedures through field inspection, plan check, and in assisting Building Division Staff; researches code-related issues in code books as needed; initiates any actions necessary to correct deviations or violations.

Coordinates and assists with building inspection activities; assigns and dispatches inspectors to perform inspections; analyzes complex or specialized inspection problems, and assists inspectors with more difficult cases; makes decisions and resolves problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Conducts site inspections of residential, commercial, industrial, and public buildings (including construction work, remodeling work, building systems, and premises) for compliance with applicable codes, specifications, laws, ordinances, and approved construction plans; inspects construction alteration, demolition, use, and occupancy of buildings and premises to verify structural strength, stability, sanitation, adequate lighting, ventilation, and safety to life and property from fire and other hazards; inspects mechanical, plumbing, electrical, building, fire alarm, and related building systems; inspects foundations, slabs, footing, and framing; inspects construction methods and materials; verifies contractor licensure and proper permitting of construction work; inspects existing buildings to ensure proper use and occupancy.

Reviews building plans, plan revisions, specifications, or other documents for compliance with codes.

Provides technical information and assistance concerning inspection activities, code requirements, code interpretation, code compliance, application procedures, and related issues; discusses problem areas with property owners, developers, contractors, engineers, and architects; recommends solutions to problems; responds to questions or complaints concerning code violations; researches problems or routes complaints to appropriate personnel for resolution.

Assists with the development of and updates policies and procedures for area of assignment.

Writes technical reports.

Plans, directs, and maintains the division's training program; provides technical and procedural training to staff.

Attends meetings representing the Building Official and department as needed.

Conducts staff meetings to review inspection practices and code interpretation uniformity or problems.

Prepares, receives, completes, processes, and maintains a variety of forms, reports, correspondence, logs, and records.

Performs the duties of Building Official in absence of same.

Assists with preparation and maintenance of division budget.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies, procedures, and activities of the County and of departmental practices as they pertain to the performance of duties relating to the position; agency goals and purposes; terminology, principles, and methods utilized within the department.

Laws, codes, ordinances, standards, and regulations pertaining to specific duties and responsibilities of the position, including standard building codes, electrical codes, plumbing codes, mechanical codes, fire prevention codes, life/safety codes, energy codes, and disabled accessibility codes.

Principles, practices, methods, materials, and costs associated with construction trades, including general construction, electrical, plumbing, and mechanical trades.

Common principles of proper and safe construction.

Effective inspection methods.

Principles and practices of employee training and supervision.

Computers and software programs typically used in building permit/inspection operations, including computerized data collection, retrieval, analysis and computation.

Skills to:

Utilize inspection tools, testing devices, and measuring devices typically used in conducting inspections.

Utilize basic office equipment; use a computer to gather and analyze data.

Drive a motor vehicle.

Ability to:

Comprehend, interpret, explain, and apply a variety of complex laws, codes, regulations, procedures, and other information related to building construction, building inspection, and code enforcement; read, interpret and apply building and zoning codes and regulations.

Read and interpret plans and blueprints accurately and compare them with actual construction and repairs in progress.

Detect structural, electrical, plumbing or heating defects through physical inspection and to recommend corrective action.

Review the quality and quantity of work performed by others.

Apply knowledge of skilled trades to the physical evidence observed and checked during inspections.

Supervise and lead the work of others engaged in building inspection and code enforcement activities; plan, supervise, instruct, train, and direct the work of subordinates; effectively delegate responsibility and authority to others; determine and evaluate levels of achievement and performance of subordinates.

Plan, organize, and prioritize daily assignments and work activities.

Identify and analyze problems and implement changes.

Make decisions, project consequences of decisions, use independent judgment, and work with little direct supervision as situations warrant.

Determine the appropriate course of action in emergency or stressful situations.

Perform required mathematical calculations.

Research regulations, procedures and/or technical reference materials.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including those who have objectives counter to assigned role.

Experience and Education/Training

Experience:

Four (4) years of full time work experience with a government agency involving building construction, construction trades, code interpretation/enforcement, and a variety of building inspection specialties, to include providing technical supervision to lower level staff.

Education/Training:

High school diploma or equivalent with vocational or technical school training in one or more of the recognized trades and/or building inspection methods.

SPECIAL REQUIREMENTS

Possession and maintenance of valid Building Inspector, Electrical Inspector, Plumbing Inspector, and Mechanical Inspector certifications is required.

Will be required to pass a physical exam and pass a drug test as a condition of hire.

Possession of a valid Class C California Driver's License is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents may work in the field, rather than in an office.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, humidity, rain, temperature and noise extremes, unsafe structures, heights, machinery, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, animal/insect/wildlife attacks, or rude/irate individuals.

Yolanda Irigon
Director of Human Resources

Established Date: July, 1997

CSC Date: August 10, 2005

BOS Date: June 30, 2003