

BUILDING INSPECTOR SUPERVISOR

DEFINITION

Under general direction, to plan, assign, direct, and supervise the work of Building Department staff; to perform complex, professional office and field work involved in the inspection of residential, commercial or industrial building structures and installations in various states of construction, alteration, and repair; to determine that construction, alterations, and repairs are in conformance with State and County Building Codes and ordinances; to enforce building, plumbing, and electrical ordinances and codes; to receive, review, and check commercial and/or residential plans; to assist in the development and implementation of departmental policies and procedures related to building inspection and code enforcement activities; to answer questions regarding code enforcement and structural requirements for the public, architects, contractors, and engineers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the building inspection series. Incumbents provide supervision, direction, coordination, and scheduling for other building inspection and support staff as assigned. In addition they perform the full range of building inspection and code enforcement duties, as well as plan review and checking.

REPORTS TO

Planning Director, Chief Building Official, or Community Development Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Building Inspectors, Building Code Compliance Officer, Administrative Technician, and other support staff as assigned.

EXAMPLES OF DUTIES

Assigns and supervises the work of assigned staff, giving instructions and technical assistance; oversees daily operations of the department; evaluates the work of assigned personnel; conducts field inspections of residential, commercial, or industrial structures in varying states of construction, alteration, or repair; serves as the primary resource person for specific functions of the department, such as the review of commercial building and construction plans; receives, reviews, and checks building plans; provides technical guidance and direction to assigned staff regarding code enforcement procedures, policies, requirements and interpretations; interprets

BUILDING INSPECTOR SUPERVISOR - 2

applicable codes, ordinances, and regulations for builders and homeowners and insures compliance; checks the quality of materials and methods of construction for electrical, plumbing, mechanical, framework, concrete, masonry work, lathing, plastering, tile work, and roofing; inspects completed work, giving approval to acceptable structures and installations; writes correction notices for plans and works with contractors to follow-up on plan changes; investigates violations of building and zoning laws; inspects existing buildings to determine health or safety hazards, structural failures, or the need for maintenance and repair; inspects commercial structures; inspects manufactured homes; issues building permits; gives advice to contractors and individuals on construction procedures and practices; performs the most complex and specialized inspections; performs special projects as assigned; participates in the development, implementation and evaluation of departmental policies and procedures related to building inspection, code enforcement, plan checking and related activities; may inspect construction and repair of County buildings and structures.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; crawl through various areas requiring moving on hands and knees; walk on sloped ground and uneven surfaces; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work is performed in varying temperatures; possible exposure to dust, chemicals, and gases; possible exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices, tools, equipment, and materials used in the general construction trades
- Accepted safety standards and methods of building construction
- Qualities of various construction materials
- Building and related codes and ordinances enforceable by the County
- Uniform Building, Plumbing and Electrical Codes
- State Housing Act of California
- General knowledge of County Zoning and Land Use Ordinances

SUPERVISING BUILDING INSPECTOR - 3

- Inspection methods and techniques
- Plan checking and review
- Principles of mathematics related to the building trades
- Principles and techniques of supervision.

Ability to:

- Provide supervision, direction, work coordination, and scheduling for building inspection and support staff
- Perform plan checking and review assignments
- Perform building inspections, enforce codes and ordinances, and examine workmanship and materials
- Apply a variety of inspection methods and techniques
- Detect deviations from laws, regulations and standard construction practices
- Read, interpret and explain building plans, specifications and building codes
- Make arithmetical calculations quickly and accurately
- Apply technical knowledge of building trades work
- Communicate effectively both orally and in writing
- Provide advice on standard construction methods and requirements
- Enforce regulations with firmness and tact
- Prepare clear and concise written reports
- Develop and implement policies and procedures
- Deal tactfully and courteously with the public
- Establish and maintain cooperative working relationships.
- Effectively represent the Building Department in contacts with the public and other government agencies.

Training and Experience:

A high school diploma or GED equivalent, preferably supplemented by the completion of training in the areas of building inspection, plan review or closely related field. An Associates Degree in Building Inspection Technology or related field is preferred.

Three (3) years of building inspection experience comparable to a Building Inspector III with any jurisdiction. Experience in commercial projects preferred.

BUILDING INSPECTOR SUPERVISOR - 4

Special Requirements:

Possession of a valid California Driver's License issued by the California Department of Motor Vehicles. Must have an ICC Combination Inspector certificate.