

**CITY OF EMERYVILLE**

**Created: May 2002**

**TITLE: SENIOR BUILDING INSPECTOR**

**FLSA Status: Non-Exempt**

**Job Code: 1537**

**DEFINITION:**

Under direction of the Chief Building Official, performs complex residential and commercial inspections of buildings and structures in various stages of construction, alteration and repair for compliance with applicable building and zoning codes and ordinances; responds to inquiries from the public, contractors, and other City staff and departments; performs related duties as required.

**CLASS CHARACTERISTICS:**

Incumbents in this classification perform the more complex building inspection work, requiring considerable independent judgment and initiative. A Senior Building Inspector is expected to assume responsibility for inspections, scheduling, coordinating activities with other departments. This class differs from Building Inspector in that the former is a highly skilled lead specialty inspector in one or more crafts, and provides training and working leadership to other Building Inspectors, contract inspectors and the Building Permit Technician/Plan Checker.

**EXAMPLE OF DUTIES:**

The duties and responsibilities listed below are illustrative only and are not meant to be an exhaustive listing of all of the duties and responsibilities of the classification.

1. Reviews sketches and architectural plans of buildings to be constructed, altered, repaired, etc., for conformance with building, plumbing, electrical, heating, ventilation, refrigeration, housing, zoning and related local and state codes and ordinances; inspects building for compliance with such regulations and notifies builders of any required certificates.
2. Reviews and approves permit applications and issues appropriate certificates.
3. Trains and provides working lead assistance in specialty areas to Building Inspectors in the performance of their duties, reviews output and quality of work performed, and provides evaluation input to management accordingly.
4. Performs skilled inspection in buildings and various electrical, plumbing, gas appliance and heating and ventilation and other related installations. Consults with the designer or contractors regarding plan changes and plan conformance with building codes requirements.
5. Investigates complaints of building, plumbing, housing, wiring, heating and ventilation, refrigeration and zoning violations.

6. Maintains records and prepares inspection and investigation reports.
7. Maintains up-to-date knowledge of approved methods, materials, and equipment pertaining to building, plumbing, heating, ventilation, refrigeration and electrical construction; may attend meetings and conferences of inspection officials.
8. Answers questions and complaints, and provides information regarding plumbing, building, zoning, housing, electrical and related codes, ordinances and inspections.
9. Assists in court actions involving building, zoning, plumbing, heating, ventilation, and electrical violations.
10. Establishes and maintains effective working reaction with those contacted in the course of the work.
11. Prepares a variety of reports and correspondence regarding construction status, stop work and violations using a person computer; prepares monthly reports of number and types of inspections utilizing daily log as record of inspections.
12. Devises forms, files, and other procedures necessary for the efficient operation of the Building Division.

**QUALIFICATIONS:**

**Knowledge of** building construction, electrical installation and repair, and plumbing and mechanical methods and materials; Uniform Building, Fire, Plumbing and Mechanical Codes and National Electrical Code and related state and local laws; proper inspection methods and techniques; safe work practices and procedures; legal procedures involved in the enforcement of codes and ordinances; operation of personal computers and data entry; correct English usage including spelling, grammar and punctuation; effective interpersonal relations; basic mathematics including addition, subtraction, multiplication, fractions and geometry; legal procedures involved in the enforcement of codes and ordinances.

**Ability to** effectively organize and implement a code enforcement program; learn and enforce a wide variety of codes and ordinances, laws and regulations; respond to inquiries, complaints and requests for service in a fair, tactful and firm manner; investigate, document and resolve complaints or make other appropriate dispositions; establish, organize and maintain record keeping systems; interpret and analyze information, draw valid conclusions and project consequences; communicate effectively both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of the work; read and interpret blue prints and architectural drawings; perform related duties as required.

**EDUCATION AND/EXPERIENCE:**

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Education:

Equivalent to graduation from high school, supplemented by college or technical school courses in construction, engineering or a related field; and

Experience:

Four (4) years of experience as a journey level Building Inspector in a public agency involving the interpretation and enforcement of municipal and building codes.

**Licenses/Certification:**

Must possess a valid I.C.B.O. Inspector Certification in one of more specialties at the time of appointment or must acquire the certification by the completion of the probationary period. Maintenance of the certification is a condition of employment. Must possess a valid California driver's license, and have a satisfactory driving record.

**Special Requirements**

Must be sufficiently physically active to perform the physical duties of the job including entering and moving around in small spaces, walking on a variety of surfaces and varying terrain, reading various size print and architectural drawings and blue prints, discern colors, read codes and ordinances, and operate a variety of tools and equipment.

Must have a California State drivers license with a satisfactory driving record.