



JULY 2016
FLSA: EXEMPT

SENIOR BUILDING INSPECTOR

DEFINITION

With general direction, performs complex inspections at various stages of construction, alterations, and repair of industrial, commercial, residential and public building sites making sure construction is safe; assigns work to, monitors performance of, and assists with the most complex inspections; ensures conformance with approved plans, specifications, standards, permits, licensing, and safety standards; performs basic plan checking of projects, provides a variety of information to property owners and contractors; provides guidance to the Permit Technicians; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Community Development Director. Provides direct supervision of the Building Inspectors. May provide technical and functional direction to Permit Technicians.

CLASS CHARACTERISTICS

This is a supervisory classification in the Community Development Department. Incumbent is able to perform the full scope of duties required. Positions require prior inspection experience and supervisory ability. Incumbents at this level receive only occasional guidance as complex and unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents serve as liaison between technical staff, public and clerical staff to facilitate the development review process requiring tact, organization and customer service skills. This class is distinguished from Building Inspector in that it is responsible for technical and functional supervision of lower-level staff. Incumbent is capable of performing the most complex duties assigned to the division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises and assists the Building Inspectors in their daily work; evaluates performance; gives direction as needed; provides guidance on how to improve service and ways to maintain consistency in inspections.
- Participates in the selection, training and evaluation of building inspectors.
- Arranges the daily inspection schedule for all Building Inspectors, assessing priorities and balancing workload and considering any special requirements; routes inspections to each inspector; evaluates assigned work projects; assists in development of work plans, procedures and schedules.
- Ensures inspectors are providing consistent interpretations of codes, rules and regulations.
- Identifies training needs; sources and/or provides training to assigned staff and assists inspectors with troubleshooting and performing more complex inspections.
- Monitors effectiveness and efficiency of the building inspection process.
- Records completed inspections in the City's database, responding to questions from homeowners and contractors in finalizing information, completing final inspection and closing out the project.

- Conducts field inspections of large, complex or unusual residential and commercial construction for compliance to building plans, uniform building codes, and other local laws, ordinances and regulations related to construction.
- Inspects construction framing, foundations, grading, electrical and plumbing installations on new construction and alterations to verify code compliance.
- Inspects setbacks from property lines and boundary determinations to ensure compliance with approved plans, construction codes and zoning ordinances.
- Reviews construction and/or alteration plans of residential, commercial and industrial structures to determine compliance of plans to established building codes and regulations.
- Schedules appointments with contractors, developers, and property owners for inspections at various stages of construction.
- Provides information to contractors, developers, and property owners regarding building inspection requirements and code enforcement activities.
- Conducts and approves final inspections.
- Monitors and interprets changes in building code requirements and new construction techniques.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Receives and responds to inquiries, requests for assistance and complaints regarding division and department projects, policies and procedures.
- Confers with and provides information to property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings; resolves complaints and problems.
- Conducts follow-up inspections to ensure compliance; establishes and maintains accurate and records and files.
- Prepares and maintains a variety of correspondence, reports, correction notices, and other written materials.
- Documents inspection results in database and pulls finalized projects for future electronic storage.
- Organizes the daily inspection log which routes the inspectors to where they go for inspections.
- Reviews incoming arborist reports.
- Assists the Permit Technician at the front desk with issuance of permits and response to detailed inquiries from the general public; responds to questions involving new methods and materials and whether they would be acceptable.
- Performs minor plan checking for small construction and remodeling projects, reviewing calculations and specifications, and compliance with codes.
- Receives requests for inspections and answers questions from customers and residents regarding construction projects and building activity within the City of Menlo Park.
- Assists the Code Enforcement Office in investigating code violations.
- Assists the Assistant Director of Community Development – Building; functions as interim during the Assistant Director’s absences.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles and practices of supervision and training.
- Building, electrical, plumbing and Title 24 of the California State Codes.
- Principles and practices in general construction, electrical and mechanical systems.

- Safety standards and methods of building construction for commercial, industrial and residential buildings.
- Principles and techniques of building inspection work.
- Principles of structural design and engineering mathematics.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Record keeping principles and procedures.
- Building codes and ordinances of the City of Menlo Park.
- City and department policies and procedures.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures governing the construction of assigned projects.
- Research methods and sources of information related to building code enforcement.
- Methods of effective supervision and related labor laws.
- Terminology and technical report writing requirements related to building and safety programs.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to

- Plan, schedule, train, evaluate and direct work of assigned staff.
- Inspect the work of others for proper completion and quality.
- Coordinate and conduct training programs for staff.
- Perform the most complex inspections including those involving large-scale commercial properties.
- Learn and interpret local laws, ordinances, requirements and regulation related to building inspection activities and operations.
- Provide supervisory direction to the other Building Inspectors, overseeing their work, giving guidance, and ensuring consistency across the inspections performed.
- Learn departmental methods, practices and procedures.
- Read and interpret building and construction plans, diagrams and specifications.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.
- Advise on standard construction methods and requirements for residential, commercial and industrial buildings.
- Understand and follow complex oral and written instructions.
- Establish and maintain accurate logs and records.
- Perform required mathematical computations with accuracy.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures, and departmental policies governing the construction and inspection of buildings.
- Collect, interpret and analyze office and field inspection data accurately.
- Handle inspections that are complex, highly technical, or difficult either due to the project itself or the customer.
- Plan and schedule training sessions and continuing education for the other building department employees.
- Organize and schedule work tasks and assignments to meet established deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major work in Construction Management, Civil Engineering, or a closely-related field.
- Five (5) years of increasingly responsible experience in the building and/or construction trades with at least one year of supervisory experience.

LICENSES AND CERTIFICATIONS

- Possession of a valid California driver's license and a satisfactory driving record.
- Possession of building inspection certificates issued by the International Code Council, International Association of Plumbing and Mechanical Officials, or National Inspection Testing Certification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.