



CLASS SPECIFICATION

Class Code: 2111
Date Est: 01/1997
Last Rev: 04/2013
Last Title Chg:
FLSA: Exempt
Probation: 12 months

BUILDING INSPECTION SUPERVISOR

DEFINITION

Under general supervision, supervises building inspection staff; provides direction to staff on the more difficult and complex inspection, code interpretation and enforcement problems; performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of building inspection and code enforcement experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Must possess and have current the following International Code Council (ICC) certifications or recognized equivalent certifications at the time of application:

Residential Building Inspector (B1)
Residential Electrical Inspector (E1)
Residential Mechanical Inspector (M1)
Residential Plumbing Inspector (P1)
Building Plans Examiner (B3)

All certifications required to be kept current and maintained for continued employment.

SUPERVISION EXERCISED

Exercises direct supervision over inspection staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned support and inspection staff including: assist in staff selection; provide staff training in proper work methods and techniques; assign and review work; conduct performance evaluations; implement discipline and conflict resolution procedures as necessary.

Provide direction to inspection staff with the more difficult and complex inspection, code interpretation and enforcement problems.

Review inspection reports submitted by the inspection staff for completeness and adherence to policy and code.

Evaluate new materials and equipment test data to determine compliance with existing building codes.

Conduct the more complex inspections of buildings, mobile homes and other projects in process of construction, alteration, demolition or repair for their compliance with building codes.

Coordinate and perform safety and structural evaluations of buildings after a major earthquake or flood.

Answer questions and concerns from contractors and the public related to building codes, proposed projects and work in progress.

Read, interpret and approve blueprints to ensure that building codes and safe construction design is being followed.

Conduct investigations in response to complaints received from the public concerning building and safety ordinance; take photographs for use as evidence in code violation cases.

Analyze data and determine if violations have occurred; coordinate correction of construction deficiencies with property owners; serve written notices of violations; inspect buildings being considered for condemnation.

Patrol areas of the County to detect violations; issue stop orders to halt operations, which violate codes or are a danger to the public; testify in court, if necessary, as a witness to the violation.

Assists Code Enforcement with the enforcement of the sign ordinance by inspecting new and existing signs for compliance with the ordinance.

Oversee and approve quality assurance or third party special inspections and reports for residential or commercial construction projects.

Assists in the management of the Department by making budget recommendations, setting performance measures and planning and implement goals and objectives.

Ensure that assigned staff performs assignments in a safe and prudent manner that does not expose them or others to unnecessary harm or risk on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Computer software specific to the department/division.

Countywide personnel policies such as substance abuse and other intervention programs, sexual harassment, progressive discipline, equal employment opportunity, affirmative action and reasonable accommodation for disabled works.

Ability to:

Provide supervision, coordination and training for other staff.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Building construction practices, materials and methods.

Federal, state and local building and safety regulations.

Principles and practices of building inspection and code enforcement.

Principles of management and supervision.

Occupational hazards and standard safety practices necessary in area of responsibility.

Ability to:

Perform the more complex and commercial building inspection and code enforcement work.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Recognize construction/safety problems and make recommendations for their correction.

Detect deviations from plans, regulations and standard construction practices.

Provide advice and consultation on standard construction methods and requirements.

Make arithmetic calculations.

Prepare reports and maintain records.

Interpret and apply building plans, building codes, specifications, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Maintain effective working relationships with builders, contractors, division staff, representatives of other departments and the general public.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop and kneel. Willingness to crawl under buildings. Ability to work on slippery or uneven surfaces and on scaffolding and ladders. Ability to lift and move objects weighing up to 50 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX. Ability to work under conditions involving exposure to noise, dust, grease and chemicals. Ability to work around machinery with moving parts. Work is performed both in the office and outside in various types of weather.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.