

CITY OF REDWOOD CITY SENIOR BUILDING INSPECTOR

DEFINITION

To perform responsible management, technical, and administrative work in planning, organizing, and coordinating the activities of support Building & Inspection personnel; to provide technical staff assistance. To inspect routine and complex structures and building systems at various stages of construction, alteration and repair; to assist in the review of building plans and specifications; and to investigate and secure compliance with housing, zoning, and environmental standards.

Manage a major function of the Building & Inspection Division of the Community Development Services Department.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Building & Inspection Manager.

Responsibilities include direct and indirect supervision of inspection, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Assist in the development and implementation of goals, objectives, procedures and priorities.
2. Coordinate and supervise the inspection of residential, commercial, and industrial construction to secure the compliance of all pertinent building and safety codes, ordinances, rules, and regulations.
3. Plan, develop, and administer training and instructional programs for building inspection personnel.
4. Assign and distribute inspection activities to subordinate building inspection personnel.
5. Review and resolve difficult and complex inspection and enforcement problems, issues, and conflicts and perform complex inspection duties in all trade specialties.
6. Provide technical information regarding codes and compliance methods to contractors, developers, architects, engineers, other city staff, and the general public.

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7. Prepare and submit a variety of statistics, reports, memos, and correspondence on code compliance and inspection related matters.
8. Issue permits and review completed building permits to ensure that proper procedures have been carried out in inspection and enforcement of codes.
9. Oversee the permit counter.
10. Assist in the checking of building plans and conduct field review of plans and specifications.
11. Assure proper and safe installation of routine and complex building systems.

OTHER JOB RELATED DUTIES

1. Assist in the conduct of zoning, general land use, and code enforcement inspection work as assigned.
2. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and techniques of work flow organization and scheduling.

Principles of supervision, training, and performance evaluation.

Accepted safety standards and methods of building construction.

Building related codes and ordinances enforceable by the city.

Principles and techniques of building inspection work.

Principles, practices and procedures in the construction trades, including carpentry, plumbing, electrical and heating/air-conditioning trades.

Energy and disabled access regulations.

Ability to:

Oversee and review the work of others.

Evaluate and improve systems and procedures in a Building Department.

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Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.

Perform journey level inspection skills in a variety of specialty trade areas and perform competent and efficient work as a combination Building Inspector.

Enforce a variety of related city codes.

Determine that construction systems conform to City code requirements.

Analyze, interpret, and accurately check building plans, specifications, and building codes.

Advise on standard construction methods and requirements.

Make arithmetical computations rapidly and accurately.

Enforce necessary regulations with firmness and tact.

Apply city codes and policies regarding zoning, environmental matters, and other regulations to field situations.

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.

Skill to:

Operate a motor vehicle safely.

Effectively organize schedules, files, projects, inspections, and technical data.

Proficiently operate personal computer and building permit computer systems.

Experience and Training Guidelines:

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

Experience:

Three years of experience equivalent to a Building Inspector II with demonstrated proficiency as a combination building inspector and plans examiner.

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Training:

Equivalent to completion of the twelfth grade supplemented by ICBO certification, an associate degree in Building Inspection Technology, or other specialized training.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Certification as a Combination Building Inspector (Building, Electrical, Plumbing, Mechanical) by ICBO. Certification as a Plans Examiner, Residential Energy Certification, or Certified Building Official is desirable.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 lbs.; exposure to outdoors, dust, electrical hazards, and mechanical hazards; ability to travel to different sites.

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**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1. OAE
2. SDE
3. OAE
4. SDE
5. OAE
6. MAE
7. OAE
8. SDE
9. SDE
10. SDE
11. OAE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: January, 2001

Bargaining Group: Redwood City Management Employees' Association