

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Senior Building Inspector

Class Code Number: 5050

Position Designation: Technical/General

Division: Building & Safety

General Purpose of Position

The purpose of this position is to perform difficult and complex inspections of buildings and structures, including commercial and industrial projects; to review building plans and specifications; to enforce building, electrical, mechanical, plumbing, occupancy, energy, access and zoning ordinances and codes and to perform other related responsibilities as required. This position is also responsible for functional day-to-day supervision of assigned personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Building and Safety. May exercise supervision over building inspection and clerical staff, as assigned.

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.

- Examines, reviews, approves and conducts the more specialized field inspections of residential, commercial and industrial building plans and determines and ensures compliance with pertinent City and state codes, regulations and ordinances.
- Performs complex inspection duties in trade specialties such as plumbing, electrical, mechanical, structural and finish trade areas.
- Performs business license inspections; makes recommendations for corrections.
- Examines plans and specifications for new development, new housing, commercial and industrial projects, and additions and alterations to buildings to determine compliance with applicable building and construction codes, ordinances and regulations.
- Coordinates the plan review activity with consultant firms hired by the City.
- Identifies and describes inadequacies and deficiencies with submitted plans, makes corrections and recommendations, records other department comments and notifies applicants.
- Makes pre-construction inspections at construction sites for compliance with regulations.
- Coordinates inspection activities with the Fire Department; enforces safe fire and code regulations.
- Receives and responds to building code, ordinance or plan check inquiries or questions and provides advice and recommendations to the public by telephone or counter customer service within a timely manner.
- Maintains files and reports regarding inspection and plan check duties, activities and findings.

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

- Distributes and oversees work of technical staff.
- Assists in establishing, evaluating and revising building inspection procedures, practices and rules.
- Meets with individuals and groups as a representative of the Building and Safety Department.
- Operates a personal computer utilizing varied programs and formats.
- Assists in the oversight of the “One Stop” Permit Center operations
- Provides technical assistance and educational programs to other building inspection staff.
- Resolves field inspection problems and complaints.
- Confers with architects, contractors, builders and the general public in the field and office; explains and interprets requirement and restrictions.
- Examines grade, quality and treatment of lumber, concrete, lath, wire and composition.
- Verifies adherence to zoning and general land use regulations.
- Determines the classification and occupancy of groups of structures; determines type of construction allowable.
- Assists the public, accepts building plan applications for review, issues building permits.
- Compiles and researches technical information and provides code interpretation and recommendations to assist supervisor with various special projects and assignments as necessary.
- Performs various related essential duties as required.

QUALIFICATIONS

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

Education: High school diploma or equivalent supplemented by specialized training in the building trades or a related field.

Experience: Four years of building inspection, plans examining or civil engineering experience including at least one year of supervisory experience.

License/Certificate: Possession of or ability to obtain certification as a Combination Building Inspector or Building Inspector as well as certification in two additional ICBO or ICC categories (Electrical Inspector, Plumbing Inspector, Mechanical Inspector, Plans Examiner) is required at time of hire. A Plans Examiner’s Certification will be required within one (1) year of hire.

License/Certificate: Valid Class C California Driver’s License required.

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Knowledge of:

- Building related codes and ordinances relating to building construction and land development enforceable by the City, including the California Building, Electrical, Plumbing and Mechanical Codes.
- Principles, practices, procedures and methods used in building design and construction including carpentry, plumbing, electrical, mechanical, disabled access and energy compliance.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Advanced principles and techniques of building plan check and building inspection work.
- Building safety and fire prevention techniques.
- Research methods and techniques of report presentation.
- Modern office procedures, methods and equipment including computers and applicable software.
- Principles and techniques of supervision.
- Effective public relations skills.

Ability to:

- Perform complex building inspection activities in a variety of structures including residential and commercial buildings; detect deviations from plans and specifications.
- Read, understand and interpret complex and difficult building plans and specifications.
- Advise on standard construction methods and requirements for residential, commercial and industrial buildings.
- Prepare clear and concise technical reports.
- Participate in emergency standby/call out program by responding, as needed, after normal working hours.
- Interpret, explain and enforce applicable building codes and ordinances.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Provide technical assistance and supervision to other building inspection staff as assigned.
- Collect and analyze data and develop complex plans and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Speak to large and small groups; manage meetings effectively.

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

- Work independently and work well under pressure to meet deadlines.
- Operate a City vehicle.
- Climb ladders to inspect roofs; crawl under houses, twist, kneel and crouch; reach above and below shoulder level; grasp with right and left hands.
- Operate a personal computer and applicable software applications including a building permit tracking computer system.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) and walking through and around field sites, including uneven surfaces, is required. This position requires manual manipulation of a keyboard, phone and other standard office machines and the operation of a motor vehicle. Field site inspection functions require sufficient physical ability to stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, squat and stoop, lift, and climb ladders. The position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

WORK ENVIRONMENT

This position requires both indoor and outdoor work. Work indoors is performed in an office and involves exposure to moderate levels of noise. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work may involve exposure to sun, wind, rain, snow and high levels of noise and may involve exposure to dust and construction site hazards such as mechanical and electrical. Frequent interaction with City staff, other organizations and the public.