

CITY OF LATHROP

SENIOR BUILDING INSPECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, performs all building inspection duties assigned; provides lead direction and work instruction to assigned building inspection staff; acts as a technical expert in providing in-office customer service to the public; provides responsible staff assistance to the Chief Building Official, Director of Community Development, or their designee; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Building Inspector** is the lead class responsible for complex building inspection and for the performance of both routine and complex duties within the Division. Incumbents are considered highly skilled in making inspections and enforcing codes and regulations with a broad range of building and related codes. This classification differs from the next higher classification of Assistant Chief Building Official in that the latter has select responsibility for the Building Inspection Division within the Community Development Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Assistant Chief Building Official, the Chief Building Official, or their designee. Exercises technical and functional supervision over assigned building inspection staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Conducts inspections of complex construction or remodeling work for compliance with Uniform Codes (including, but not limited to building, plumbing, mechanical, electrical and energy codes) and municipal codes to ensure the health, safety and welfare of the public.
- Plans, coordinates, prioritizes, monitors and participates in the work of assigned inspection staff and contract inspection personnel; discusses job progress with inspectors and ensures that inspections are performed according to City standards; provides motivation and training for assigned personnel and contract resources; monitors work activities to ensure safe work practices, work quality and accuracy; assists in the evaluation of job performance.
- Provides in-office customer service to the public and other departments; interprets codes and regulations; explains required inspections, construction requirements, and construction and repair methods and materials to owners, architects, engineers, contractors, staff and the public; advises owners on matters related to building permits; investigates and resolves building and related complaints as directed coordinates activities with outside agencies maintains records and files of inspections made and actions taken.

- Reviews drawings and construction documents for commercial, industrial and residential projects; ensures compliance with plans, specifications, laws, ordinances and all applicable Uniform Codes; conducts inspection staff briefing; interprets and enforces applicable building codes; keeps informed of changes and new legislation pertaining to building codes and related regulations; ensures that appropriate staff is informed and current on relevant codes and regulations.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment and acute hearing is required when providing phone and personal service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Building Inspector**. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible building inspection experience, and a high school diploma or equivalent, supplemented by specialized coursework in pre-engineering, construction technology.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license, and possession of an I.C.B.O. Building Inspector certificate and P.O.S.T. 832 Powers of Arrest. Certifications in plumbing, mechanical and electrical or combination dwelling are desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and methods used in various building construction areas, including plumbing, electrical and mechanical;; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; methods and techniques for record keeping

and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and evaluate the work of subordinate inspection staff; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; maintain I.C.B.O. certification through continuing education programs; read and interpret complex plans and specifications; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations pertaining to building inspection; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral direction; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate tools and equipment used in building inspection and the building trades; operate an office computer and a variety of word processing and software applications, including inspection tracking systems.