

SENIOR BUILDING INSPECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for code interpretation, plan checking, permit issuance, and field inspection; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible building inspection duties. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for code interpretation, plan checking, permit issuance, and field inspection; participate in performing the most complex work of the unit.
2. Train assigned employees in their areas of work including inspection methods, procedures, and techniques.
3. Verify the work of assigned employees and consultants for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
4. Assist in the development and implementation of division goals, objectives, policies and priorities.
5. Develop and implement plan check and building inspection policies and procedures.
6. Ensure accurate and expeditious processing of building permits and building inspections with all applicable building and zoning codes.
7. Plan and assign work; ensure performance standards are met; resolve disputes over building matters.
8. Confer with developers, architects, engineers and others regarding building code and ordinance requirements.
9. . Review plans, provide direction, and assist staff and the public regarding accessibility standards.
10. Coordinate building safety service activities with other divisions and departments.

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11. Respond to complaints regarding violations of the City's building laws.
12. Utilize computer-based permit tracking system.
13. Serve as Chief Building Official as required.
14. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a building inspection program.
- Principles of lead supervision and training.
- Approved building construction methods, materials and proper inspection methods.
- Principles of structural design, engineering mathematics and soil engineering.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes, and regulations, especially those related to building and construction.

Ability to:

- Lead, organize, and review the work of staff.
- Independently perform the most difficult building inspections.
- Interpret, explain, and enforce department policies and procedures.
- Analyze, interpret and check complex plans, specifications and calculations.
- Utilize computer-based permit tracking system.
- Interpret and apply related laws, rules and regulations.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Completion of the twelfth grade supplemented by college level course work in architecture, structural or civil engineering, construction technology, or a related field.

Experience:

Four years of increasingly responsible building inspection experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of an International Code Council (ICC) Building Inspector Certificate or Combination Inspector Certificate.

Possession of Certified Access Specialist (CAsp) certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office setting and a field construction site environment; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work on ladders and in high, confined, hazardous spaces.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and construction site setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: June 1997
Revised: August 1999; June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.