



## Building Inspection Supervisor

Department/Division:	Building & Safety
Reports To:	
Provides Direction To:	
Exemption Status:	Exempt
Date Revised:	March 21, 2007
Pre-employment Drug Test Required:	YES

### DEFINITION

Under general supervision, plans, organizes, and coordinates activities of the building inspection program; resolves complex inspection and enforcement issues; performs related duties as required.

### ESSENTIAL FUNCTIONS

*The duties listed below are examples of the work typically performed by employees in this class. Not all assigned duties may be listed. Marginal duties (shown in italics) are those that are non-essential job functions for this class.*

1. Directs and coordinates the inspection of industrial, commercial, and residential construction for compliance with applicable building and safety codes, ordinances, rules, and regulations.
2. Reviews and resolves the more difficult inspections of commercial, industrial, and residential buildings and other structures requiring discretionary interpretation and application of building codes, related regulations and restrictions; personally drives to job site to discuss problems and resolve issues.
3. Plans and organizes work; develops and establishes work methods; conducts and directs staff training; selects employees; reviews and evaluates employee performance; executes disciplinary action.
4. Responds to verbal and written inquiries; provides technical assistance to contractors, engineers, architects, and the public in regards to construction projects, code interpretations, inspection requests, department policies and procedures.
5. Coordinates the scheduling and completion of projects determining operational priorities and resolving work load problems; coordinates with Plan Check, to resolve problems and promote good service to clients.

6. Reviews completed building permits for accuracy and completeness; evaluates work techniques and methods for conformance to established work procedures; issues certificates of occupancy.
7. Makes/approves decisions to disconnect utilities to buildings which do not respond to citations; approves boarding up or otherwise secures damaged property; responds to serious emergencies effecting safety of structures such as earthquakes and fires.
8. Researches and prepares reports regarding inspection activities, complaints, or disputes; consults with a District Attorney regarding violations; testifies in court as an expert witness; compiles and maintains a variety of statistical data, and other information.

## **EMPLOYMENT STANDARDS**

### **Education and/or Experience:**

Graduation from high school or equivalent, supplemented by specialized training in code enforcement and supervision and four years of increasingly responsible experience in inspection of industrial, commercial, residential construction, including or supplemented by two years of experience in supervision or any combination of training and experience that provides the desired knowledge and abilities. An Associate's degree in construction technology is highly desirable.

### **Knowledge, Skills, and Abilities:**

Knowledge of the various building codes and related federal and state laws, proprietary codes, rules, regulations, policies and procedures; building tools and materials; methods of building construction; accepted safety methods; principles and techniques of building inspection; methods and techniques of supervision, general office procedure. Ability to supervise employees in inspection and enforcement; interpret and explain building plans, blueprints, specifications and building codes; analyze unusual situations and resolve through application of codes, related requirements and restrictions; deal constructively with conflict and develop effective resolution; prepare and present reports; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

### **Special Requirements:**

Possession of or ability to obtain an appropriate California drivers license and a satisfactory driving record.

Certification by the ICBO as a Combination Building Inspector is required for any inspector hired after 1/1/96.

**PHYSICAL DEMANDS**

Frequent standing and sitting. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of items weighing up to twenty-five pounds such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use keyboard and video display terminal occasionally. Drive a car to field sites, walk on uneven and slippery ground and climb ladders.

**WORKING CONDITIONS**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Travel throughout the City is required.