BUILDING INSPECTOR SUPERVISOR

DEFINITION
Under general supervision, performs and supervises the activities of staff engaged in the inspection of buildings for compliance with all applicable codes and standards.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disability Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may be required to perform additional, position-specifed duties.

TASKS
- Ensures public safety and preservation of property through enforcement of building code standards, state laws and local ordinances;
- Inspects more complex residential, commercial and industrial buildings for compliance with municipal building codes while providing supervision to staff engaged in related activities;
- Interprets building codes to provide recommendations for correction of defects or inadequacies to all interested parties;
- May schedule building inspections with property owners to ensure compliance with city building safety and construction codes;
- Investigates complaints and inspects existing buildings for hazardous or illegal conditions;
- Issues code violations to property owners without proper or documented permits;
- Prepares residential presales reports to verify structures were built according to plans and permits;
- Maintains building safety records, prepares notices of property violations and files criminal complaints as necessary;
- Trains, provides technical guidance, schedules, oversees, and evaluates field work activities and inspection completed by staff;
- Consults with supervisor to develop new division policies and procedure and monitors the implementation and enforces division policies and procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of Division policies and procedures, supervision, building inspection practices and principles, effective conflict resolution, files and records management techniques and principles, public relations/customer service techniques and concepts;
- Skilled in reading and interpreting code requirements, building plans, specifications, identifying and recommending structural modifications for code compliance and other laws pertaining to the regulation of building construction, in providing and following oral and written instructions, in establishing and maintaining productive working relationships and implementing sound building construction, maintenance, repair and renovation techniques;
- Ability to effectively train, motivate and communicate with staff, to perform essential job functions with limited supervision and to maintain a professional demeanor at all times. Ability to effectively communicate verbally and in writing in English.
- Proficient in the operation of a personal computer and/or electronic devices to include Microsoft Word, Excel, Outlook and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic and construction sites.

QUALIFICATIONS
Possession of a current International Code Council (ICC) Building Inspector Certification combined with some college course work in architecture, engineering or construction management AND five (5) years’ of progressively responsible experience performing complex building inspections, construction or related work within a public entity plus three (3) years serving in a lead or senior capacity. Must possess at the time of application and maintain a valid California Driver’s License. Additional certifications in electrical, plumbing and/or mechanical are highly desirable.

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