SENIOR BUILDING INSPECTOR

DEFINITION
Under general supervision, inspects more complex residential, commercial and industrial buildings for compliance with municipal building codes.

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

TASKS
• Inspects more complex residential, commercial and industrial buildings for compliance with municipal building codes;
• Ensures public safety and preservation of property through enforcement of building codes and standards, state laws and local ordinances;
• Provides code interpretations and other essential information to contractors and the general public;
• Investigates complaints and inspects existing buildings for hazardous or illegal conditions.
• Recommends corrective action of defects or inadequacies;
• Schedules building inspections with property owners and issues code violations for lack of proper permits;
• Prepares residential presale reports to verify structures were built according to plans and permits;
• Maintains level of building construction and safety and records of complaints.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
• Knowledgeable of City, State or federal adopted building, electrical, plumbing, mechanical, energy, green and accessibility codes and related laws and ordinances, public relations and customer service techniques and concepts, quality building construction, maintenance, repair and renovation techniques, and of file and records management techniques and principles;
• Skilled in reading and interpreting code requirements and other laws pertaining to the regulation of building construction, in identifying and recommending structural modifications for code compliance, and in reading and interpreting construction building plans and specifications;
• Ability to effectively communicate verbally and in writing in English, provide technical instruction and guidance and to work well with others;
• Proficient in Microsoft Word, Excel and Outlook

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
A high school diploma or equivalent AND four years’ experience performing building inspection, construction inspections or related work. Must possess at the time of application and maintain a valid California Driver’s License. Must obtain and maintain an International Code Council Building Inspector Certification within the one-year probationary period. Additional certifications in electrical, plumbing and/or mechanical are desirable.