

CHIEF BUILDING INSPECTOR

DEFINITION

Under general direction, plans, directs, and manages the building inspection activities of the City; prepares building ordinances for adoption by the City Council; inspects residential, commercial, and other types of buildings and structures in all stages of construction, alteration, and repair; enforces safety regulations and applicable building codes; performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Manages, organizes, and directs the building inspection activities in the City; coordinates building activities with other divisions and departments; assists in the selection of employees; trains and evaluates personnel; implements discipline actions.
2. Makes field inspections of residential, commercial and other types of building projects at various stages of construction or alteration for conformance to applicable zoning, plumbing, electrical, structural, and building codes, city ordinances, and state laws and permit applications; performs final inspections.
3. Reviews permit applications; reviews building plans for compliance with code; explains departmental procedures and policies; calculates fees; performs final review before issuance of permit.
4. Investigates complaints of substandard buildings and possible noncompliance with laws, codes, or ordinances related to zoning and building; meets with owner or representative to review corrective actions.
5. Acts as an information source in the interpretation of building and safety codes; assists the public and City crews in matters related to bringing building problems into compliance with codes; prepares ordinances for adoption by the City Council.
6. Assists with redevelopment projects; reviews proposed rehabilitation projects; inspects houses applying for housing loans; reviews projects for seismic and code compliance.
7. Keeps detailed records and prepares reports; assists public at counter and in the fields on matters regarding building safety and inspection.
8. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Five years of building inspection including or supplemented by one year of lead or supervisory experience or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles and practices of building inspection, building materials, and accepted safety standards; modern methods of building construction; building, plumbing and electrical codes, ordinances and laws; disabled access laws; supervision practices.

Ability to:

Read blueprints; inspect construction according to submitted documents and appropriate codes; analyze, interpret and accurately check building plans and specifications; establish and maintain effective public relations; work cooperatively with builders, contractors and other members of the public; understand and follow verbal and written directions; communicate effectively, both verbally and in writing; prepare reports and records.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Certification by the I.C.B.O. as a Combination Building Inspector.

Certification as a Building Official preferred.

Physical Demands

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs., such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, and noise. Video display terminal is used on occasional basis. Temperature fluctuations due to both seasonal extremes and working in and out of doors. Independent travel throughout the area is required.

Date Adopted: August 6, 1996