



Job Description

Title:	Senior Building Inspector		Created:	Aug. 2007
Salary Level:	35B		FLSA Status:	Non
Supervisor:	Chief Building Official	Supervises:	Building Inspectors	
Job Family:	Building Inspector	Bargaining Unit:	Miscellaneous Employees	

JOB SUMMARY:

Under direction, of the Chief Building Official, to assign duties and supervise the code development and the inspection of all new building construction, additions, or repair work in the City of Oakdale; to promote and enforce conformance with all applicable Federal and State regulations and the City Ordinances and to perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as assistant and technical advisor to the Chief Building official;
- Receives requests for building inspections;
- Assigns and directs the work of Building Inspectors;
- Assists with the general administration and coordination of the division;
- Discusses and resolves inspection problems with subordinates, builders, and the general public;
- Answers questions from contractors and general public regarding construction practices and building codes;
- Assists plan checking of permit documents for all residential, commercial and industrial structures; Assists in the investigation of alleged violations of housing, building, plumbing, mechanical and electrical codes;
- Provides advice and consultation to other staff on complex building codes and issues;
- Monitors and interprets changes in code requirements and reviews new construction techniques and materials for acceptability;
- Coordinates building inspection work with other City departments and utility companies;
- May assist in supervision of Building Division clerical staff;
- Maintains statistics of building inspection performed by staff;
- Prepares notices and pursues corrective processes in relation to code violations;
- Prepares correspondence and reports;
- Trains employees;
- Assists in the preparation of the Division budget;
- Assists in the development and implementation of building permit/inspection policies and procedures and ordinances;
- Implements new State/local regulations;
- Coordinates functions of assigned projects;
- Conducts complex special studies and prepares reports and recommendations;
- Represents the Division in contacts with other City departments, community organizations, contractors and developers, and other government agencies.
- Update professional occupation job knowledge to keep current and informed of new developments relating to the position.
- Performs related duties as required.

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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Read and interpret building, plumbing and electrical plans, drawings and specifications.
- Direct and evaluate the activities of the Field Inspectors.
- Document and present materials orally in an effective manner.
- Supervise and train subordinate employees.
- Resolve difficult building inspection problems.
- Communicate effectively with others in person, over the telephone and in writing.
- Analyze data, interpret policies, procedures and regulations, develop appropriate conclusions and prepare reports.
- Meet deadlines under stressful conditions.
- Resolve conflicts and respond appropriately to complaints.
- Complete multiple priority projects with conflicting deadlines.
- Maintain confidential information in accordance with legal standards and/or City regulations.
- Interpret, explain and apply laws, codes, and ordinances related to building inspections.
- Conduct field inspections on uneven surfaces under various environmental conditions.
- Train, evaluate and supervise field inspection staff.

Knowledge of:

- Principles and practices of building design, supervision and training.
- Provisions for the State Building Code and the City Building Ordinances.
- Principles of supervision and training.
- Practices, tools, equipment and materials used in the general construction trades.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Uniform codes, State codes, Federal codes
- State Handicap Access Regulations.
- State Energy Conservation Regulations.

Education and/or Experience:

Equivalent to graduation from high school. Five (5) years of increasingly responsible experience performing all phases of building inspection duties comparable to those of Building Inspector.

Certificates, Licenses, Registrations:

International Conference of Building Official's Certification as Combination Inspector or the equivalent certifications offered by any other recognized state, national or international association acceptable to the jurisdiction.

Possession of, or the ability to, obtain a valid Class C California driver's license.

Language Skills:

Mathematical Skills:

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Reasoning Ability:

PHYSICAL DEMANDS

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Frequently stand and walk; sit for extended periods; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers and FAX; operate an automobile.