

SENIOR COMBINATION BUILDING INSPECTORDEFINITION

Under direction, organizes, supervises and assists with all required combination inspection activities which may include structural, electrical, plumbing, mechanical, occupancy, and/or zoning inspections of new and existing business, industrial and residential structures throughout the City, in all phases of construction, alteration and repair, to ensure compliance with municipal, state and national codes and laws; establishes performance standards and supervises subordinate staff.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assigns, schedules, trains, supervises and evaluates staff involved in combination building inspection. Reviews plans and performs on-site inspections especially those of the more difficult or complex projects. Reviews and evaluates operating procedures of the section and recommends changes to increase productivity and efficiency. Organizes and conducts training to ensure uniform and proper application of regulations; advises and assists subordinates with code problems. Explains code provisions, both orally and in writing, to property owners, managers, tenants, developers, contractors, architects, engineers and other interested parties. Mediates and arbitrates disputes between customers and inspectors in order to resolve conflicts; responds to citizen complaints both orally and in writing. Coordinates inspection activities with other inspectors and with City, County and State agencies. Keeps records and prepares reports on workload, performance and productivity indicators. Prepares criminal complaint files; provides pertinent case information to City Attorney to prosecute code violations; may appear in administrative hearings and in court as an expert witness. Conducts special surveys and investigations; prepares comprehensive detailed technical reports with recommendations. Actively participates in and helps implement Total Quality Services process. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The Senior Combination Building Inspector is an advanced journeyman level, first line supervisory class in the Combination Inspection Unit, one of four inspector series in the Building Safety Division. This class is distinguished from the next lower journey level class of Combination Building Inspector in that while both classes review plans and perform a wide variety of field inspections, the Senior performs the duties of a full supervisor, including training, performance appraisal and discipline. The Senior also mediates disputes between customers and inspectors, and writes technical reports and correspondence, often of a sensitive confidential nature.

The Senior Combination Building Inspector is distinguished from the next higher class of Supervisor of Inspections in that while the Senior Combination Building Inspector is responsible for the work of the Combination Building Inspection Unit, the Supervisor of Inspections is responsible for performance of all inspections of the New Construction Section.

MINIMUM BASIC QUALIFICATIONS

Five years of experience at a journeyman level, lead or superintendent in building construction or construction inspection activities, or three years of inspection experience for a public agency; or any equivalent combination of experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: current codes, laws, ordinances, rules, and regulations pertaining to construction; standard practices, current methods and materials used in construction; principles and techniques of inspection work; supervisory principles and practices.

Ability to: organize, schedule, coordinate, supervise and evaluate the work of assigned staff; assist in the development of improved work methods and procedures; interpret construction plans and specifications; interpret codes, regulations and related laws; prepare and present effective oral and written reports; compose correspondence independently; establish and maintain effective working relationships with staff, city officials, property owners, developers and the general public in a culturally diverse community.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's License is a condition of employment. Possession and retention of one of the following ICBO/ICC certifications is required as a condition of employment:

- Building Inspector; or
- Electrical Inspector; or
- Plumbing Inspector; or
- Mechanical Inspector; or
- Combination Dwelling Inspector; or
- Combination Inspector.

SPECIAL WORKING CONDITIONS

Requires the ability to perform office work and construction inspection involving exertion of a moderate amount of physical effort to stand, sit, walk on even/uneven surfaces, ascend and descend ladders/scaffolding, bend, reach, kneel and lift ladders or other objects weighing up to 50 lbs. Willingness and ability to work irregular hours including weekends and evenings, and in inclement weather, as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is an effective motivator and leader who encourages development of subordinates and a team approach to problem resolution. This individual is innovative, logical and dedicated to providing high quality service.

Class title established per Council Resolution No. 2000-039,
effective 7-1-00

Revised: 05/06

Reviewed: 01/04

ADA approved: 01/04