

BUILDING INSPECTION SUPERVISOR

DEFINITION

To plan, organize, direct and supervise Building Inspection operations; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Building Official

Exercises direct supervision over assigned professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for building inspection; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in inspection of buildings.

Address issues and complaints with contractors, architects, engineers, and the public.

Perform the more difficult and complex inspections.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Review new products and methods for use in city's jurisdiction.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of building construction and inspection.

Equipment, tools and materials used in the construction and inspection of buildings.

Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Research methods and sources of information related to building code enforcement.

Ability to:

Organize, implement and direct Building Inspection operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret and explain pertinent federal, state, and local laws, codes, regulations, and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

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Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Three years of increasingly responsible experience in building inspection, including one year of lead responsibility.

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level education supplemented by college course work in engineering, architecture, construction, or a related field.

License or Certificate

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

Possession of an International Code Council certification as a Building Inspector.

Certification as a Building Official through the International Code Council is desirable.

09-13-18

05-12-07 Building Inspection Supervisor

07-01-02 Chief Building Inspector

07-01-98

07-01-89