

Effective: February 2015  
EEOC: Professional  
FLSA: Exempt  
Unit: Mid-Mgmt  
Physical: 2

## **BUILDING INSPECTION MANAGER**

### **DEFINITION**

To supervise, schedule, and coordinate the field activities of the Building Safety Department; to inspect routine and complex structural building systems at various stages of construction, alteration, and repair to assure compliance with approved plans, specifications, codes, ordinances, and laws; and ability to review, check, and approve building and site plans for conformance with applicable codes, ordinances, and laws.

### **DISTINGUISHING CHARACTERISTICS**

This classification is characterized by its managerial responsibility for the Building and Safety Department's building inspection functions and personnel. The Building Inspection Manager's primarily administrative is distinguished from the Senior Building Inspector which is a working supervisor class.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief Building Official.

Exercises direct and indirect supervision over professional, technical, and clerical staff.

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

Supervises and directs the activities of staff including employee selection, work assignments, performance evaluations, employee development, disciplinary action, and complaint resolution.

Directs and assists staff in daily operations, resolving difficult problems with both internal and external customers.

Participates in the development of and implements departmental goals, objectives, policies, and priorities.

Monitors, evaluates, and improves the efficiency and effectiveness of service delivery methods and procedures, assesses and monitors workload.

Prepares budget recommendations, monitors personnel and internal services expenditures; ensures expenditures remain within budgetary limitations.

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**EXAMPLES OF DUTIES** *(continued)*

Provide ongoing training to building inspection staff as directed; ensure uniform application of the appropriate codes, rules, and regulations.

Prepare appropriate paperwork, records, and reports.

Check plans for construction, alteration, or repair of residential, commercial, and industrial buildings to assure compliance with applicable codes.

Administers, interprets and enforces the provisions of adopting building, mechanical, plumbing and electrical codes; municipal regulations and other codes as they relate to building matters.

Prepares and participates in code adoption process.

Performs field inspections to resolve building inspection issues.

Inspect structural building systems at various stages of construction, alteration, and repair to ensure compliance to approved plans, specifications, codes, ordinances, and laws.

Coordinate division activities with other City departments, divisions, sections, and outside agencies.

Serve as Chief Building Official as required.

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of the California Building, Plumbing, Mechanical, Electrical, CALGreen and Energy Codes, and pertinent County codes and ordinances.

Building construction methods and materials.

Proper inspection methods and procedures.

Principles of structural design, engineering mathematics, and soil engineering.

Principles of supervision, training, and performance evaluation.

Customer service operations, policies and procedures.

Office management practices and procedures.

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**Ability to:**

Administer and conduct a variety of building inspection and related code enforcement activities. Analyze, interpret, and check plans, specifications, and calculations.

Interpret and apply applicable laws, rules and regulations.

Prepare and review correspondence, studies, reports and request for council action.

Interact and communicate effectively, orally and in writing.

Establish and maintain effective working relationships with developers, contractors, architects, engineers, and City staff.

Supervise, train, and evaluate subordinate professional, technical, and clerical personnel.

Use Windows, Excel, PowerPoint, Word; Permitting/inspection software and other job related computer programs.

Keep abreast of current construction standards, codes, and regulations.

Provide administrative and professional leadership and direction.

Establish, maintain, and foster positive, harmonious and effective working relationships.

**EXPERIENCE AND EDUCATION**

**Experience:** Four years of increasingly responsible experience in the inspection of public, commercial, industrial, and residential buildings, including three years of supervisory experience.

**Education:** Equivalent to the completion of the twelfth grade. A Bachelor's degree or equivalent from an accredited college or university in business administration, construction inspection, engineering, architecture or a related field is highly desirable.

**LICENSES OR CERTIFICATES:**

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Possession of a Building Plumbing, Mechanical, and Electrical Certificate or Residential and Commercial Combination Inspection Certificate issued by the International Code Council (ICC) or International Association of Plumbing and Mechanical Official (IAMPO).

Possession of a Plans Examiner Certificate issued by the International Code Council (ICC) and Certified Access Specialist (CASp) is highly desirable.

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**SPECIAL REQUIREMENTS**

*Essential duties require the following physical abilities and work environment:*

Typically, work is performed at construction sites and in an office environment; exposure to outdoor elements; extensive use of the telephone and radio, repetitive keyboarding on a computer; ability to walk on uneven ground; reach (including overhead), squat, bend, lift, crawl, and, climb; push, pull, and carry up to 50 pounds; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone is essential; exposure to construction-related chemicals and products; may be required to crawl in confined spaces.

Approved by:

\_\_\_\_\_  
City Manager

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Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date