

CITY OF MILPITAS
Effective: July 1999
Revised: 08/04, 07/06
EEOC: Technician
FLSA: Exempt
Unit: Protech
Physical: 2

SENIOR BUILDING INSPECTOR

DEFINITION

To supervise, schedule, and coordinate the field activities of the Building Safety Division; 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 is the advanced journey level class in the Building Inspector series. Positions in this class perform the more complex structural building inspections requiring the use of considerable independent judgment and initiative. The Senior Building Inspector classification is distinguished from other classes in the Building Inspector series by the responsibility assumed for supervising and coordinating the field operations of the division, as well as for performing the more complex duties assigned to positions within this series.

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:

Supervise, schedule, and coordinate the field operations of the building inspection division.

Resolve disputes between building inspection staff and developers, contractors, architects, engineers, and the general public.

Respond to questions and concerns of assigned staff or the public.

Provide training to new building inspection staff in terms of City policies, procedures, rules, and regulations.

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EXAMPLES OF DUTIES

Provide on-going 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.

Interpret building codes and work with builders, property owners, and craftspeople in making changes necessary to conform to codes.

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.

Assist in the preparation and administration of the division budget.

Supervise, train, and evaluate assigned inspection personnel.

Serve as Chief Building Official as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of the California Building, Plumbing, Mechanical, and Electrical 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.

Ability to:

- Supervise, schedule, and coordinate the field operations of the building inspection division.
- Analyze, interpret, and check plans, specifications, and calculations.
- Interpret and apply applicable laws, rules and regulations.
- 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.

Ability to:

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- Use Windows, Excel, PowerPoint , Word; Permitting/inspection software and other job related computer programs.
- Keep abreast of current construction standards, codes, and regulations.

EXPERIENCE AND EDUCATION

Experience: Two years of increasingly responsible building inspection experience including some supervisory/lead responsibilities.

Education: Equivalent to the completion of the twelfth grade.

LICENSE OR CERTIFICATE

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).

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

Date

Human Resources Director

Date