

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	SENIOR BUILDING INSPECTOR	CLASS CODE: 2038
DEPARTMENT:	PLANNING AND BUILDING SERVICES	FLSA STATUS: N
REPORTS TO:	CHIEF BUILDING INSPECTOR	DATE: 9/08
CIVIL SERVICE:	YES	BARGAINING UNIT: SEIU

JOB SUMMARY:

Under general direction, assists in the administration and supervision of activities and operations of the Building Division of the Department; performs complex assignments and supervises staff. Incumbents in this classification receive direction and supervision from the Chief Building Inspector and the Director of Planning and Building Services and are responsible for the supervision of the office and staff.

DISTINGUISHING CHARACTERISTICS:

This is the Senior Building Inspector in the series; incumbents in this class receive the most complex assignments. This position is distinguished from the Building Inspector III by the responsibility to assist with office operations and by its supervisory duties. This position is distinguished from the Chief Building Inspector by the latter's responsibility to plan, organize and direct the activities and operations of the Division.

SUPERVISION EXERCISED:

The Senior Building Inspector exercises technical and functional supervision over the Building Inspector series and other support staff.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Assist in planning, organizing and directing technical and clerical staff in providing site and building inspection services.
- Assist, supervise and participate in the inspection of buildings and structures to assure compliance with legal requirements of building codes, County regulations and approved permits.
- Review construction plans to assure compliance with requirements and to provide consulting services on construction methods, materials and procedures.
- Assist in the development and implementation of policies and procedures for the Division.
- Assist in the investigation of alleged violations of building codes, initiating enforcement proceedings, providing testimony and otherwise assisting in the legal resolution of violations.
- Confer with architects, contractors, builders and owner-builders regarding code compliance, modifications to plans, acceptable construction practices and permit requirements.
- Coordinate the Division's activities with the Planning Division, the Health Department and other governmental agencies to assure proper handling of building permits.
- Assist in the investigation and resolution of complaints and other problems; recommend improved work methods, effective utilization of operations.
- Serve on or provide staff services to committees, commissions, and boards.
- Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Prepare and maintain various reports and records and compose correspondence related to inspection activities.
- Make presentations to councils, boards, and public groups.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Code Books	Construction Tools
Manometer/PSI Test Gauges	Calculator	Tape Measure
Electronic Equipment	Hand Tools	Computer
Various Testing and Measuring Equipment	Vehicle	Level

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED and six years of progressively responsible experience as a Building Inspector, Construction Supervisor, Architect or closely related occupation. A minimum of four years experience as a journey-level Building Inspector in a governmental agency utilizing the California Building Code is required; lead worker experience is preferred; or a combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License
ICC Certified Combination Inspector
ICC Certified Building Inspector
ICC or IAPMO Certified Plumbing Inspector
ICC or IAPMO Certified Mechanical Inspector
ICC Certified Electrical Inspector
Certification as Building Official (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- California construction codes, zoning ordinances, and state and county health codes.
- All applicable state, federal and local ordinances, laws, rules and regulations.
- Basic principles and practices of engineering.
- All phases of construction.
- Principles and techniques of building inspection and structural design.
- Principles and practices of public relations.
- Basic budgetary principles and practices.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Recordkeeping, report preparation, filing methods and records management techniques.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Writing technical reports and correspondence.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated codes, policies, procedures and protocols.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Communicating.
- Using mathematics.

Mental and Physical Abilities to:

- Read and interpret building plans, specifications, codes and regulations.
- Interpret codes and regulations and explain the rationale to clients and staff.
- Apply construction experience to assist clients with code compliance.
- Establish and maintain effective working relationships with a variety of individuals.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Interpret a variety of instructions in written, oral, diagram or schedule form.
- Deal with problems involving several variables in a wide range of situations.
- While performing the essential functions the employee is frequently required to sit, stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 lbs.
- While performing the essential functions of this job the employee is occasionally required to walk, stand, and lift and/or move up to 50 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, fumes or airborne particles, work near moving mechanical parts, work in high precarious places, risk of electrical shock, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet to loud.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.