



AUGUST 2020
FLSA: NON-EXEMPT
Bargaining Unit: TC
JCN: 4505

County of El Dorado _____ January 1995

Revised May 1999

OPERATIONSBUILDING INSPECTION SUPERVISOR

DEFINITION

Under general direction, supervises ~~and performs~~ the work of ~~either a field or office unit composed of plan review, permit counter, field-field~~ inspection and ~~code compliance/or plan review~~ personnel; performs complex plan ~~review~~reviews and field inspections; assists with complex inspections and ~~field inspection~~ensures conformance with applicable laws, regulations, and policies; and performs related duties as assigned.

DISTINGUISHINGSUPERVISION RECEIVED AND EXERCISED

Receives general direction from the supervisory or manager personnel. Exercises general direction and supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is the first full supervisory-level class ~~is in the Building Inspection class series.~~ Incumbents are responsible for ~~providing~~planning, organizing, supervising, reviewing, and evaluating the work ~~direction to of~~ staff ~~engaged in,~~ and ~~for~~ performing duties associated with plan ~~review~~reviews, permit counter, field ~~inspection~~inspections, and code compliance work. ~~Responsibilities include providing overall supervisory support for the Building Department in addition to performing difficult, technical, complex or specialized for the County.~~ Performance of the work requiring requires the use of considerable ~~personal contact with individuals both inside and outside the County.~~ independence, initiative, and discretion within established guidelines.

This ~~classification~~class is distinguished from ~~that of the Deputy~~ Building Official in that the latter ~~is a department head with overall~~has management-level responsibility ~~for the Building Department.~~

EXAMPLES OF DUTIESTYPICAL JOB FUNCTIONS (Illustrative Only)

- Selects and supervises staff, provides training and development opportunities, ensures work is performed effectively in connection with the issuance and/or inspection of building permits, and evaluates performance in an objective and positive manner.
- Assists in the development and implementation of departmental goals, objectives, policies, procedures, and work standards.
- Conducts periodic inspections of construction ~~or remodeling~~ work ~~under for~~ permit to enforce regulation of building and foundation, mechanical, plumbing, electrical, and related codes and regulations.
- ~~Advises property owners and contractors on matters relevant to construction and repair methods and materials; investigate and resolve complaints and problems.~~
- Interprets codes and regulations, explains inspection programs, and gives provides code advice relevant to construction and repair methods and materials and permit processes to owners, architects, engineers, contractors, lending institutions, realtors, and utility companies; investigates and resolves complaints and problems.
- Reviews and tests computer applications for assigned areas of responsibility.

- Monitors changes in laws and procedures, and evaluates their effect upon County operations; recommends and implements recommended changes.
- Directs the maintenance of required files and records; prepares reports, correspondence, and other written material.
- Operates a satellite building inspection office; receives plans, ~~fills out~~completes pre-site, health, public works, and planning forms as required by project; completes permit application forms; calculates and collects fees and issues receipts; transports fees, papers, and plans to the central office.
- ~~Plans, organizes, manages and reviews the work of designated staff; follows-up as required.~~
- ~~Participates in the hiring of assigned staff, recommending selection for management approval.~~
- ~~Trains staff in office and County procedures and specific departmental policies and procedures.~~
 - ~~Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action and other personnel decisions.~~
 - ~~Determines work schedules and authorizes leaves, ensuring the effective, efficient and timely completion of all work.~~
 - Coordinates activities with those of other divisions, departments, and outside agencies to meet the needs, goals, and objectives of the department.
 - Researches operational and administrative problems, evaluates alternatives, recommends solutions, and implements changes.
 - ~~Plans, supervises and ensures accuracy and timeliness of work performed in connection with the issuance and/or inspection of building permits.~~
 - ~~Assists in the development and implementation of departmental goals, objectives, policies, procedures and work standards.~~
 - ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
 - Performs related workduties as assigned.

QUALIFICATIONS

Knowledge of:

- ~~Administrative principles~~ Principles and practices of employee supervision, including work planning, ~~scheduling, assignment review, and~~ evaluation and employee training and discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- ~~Policies, procedures, and terminology related to the Building Department.~~
- ~~Applicable laws, ordinances, rules and regulations.~~
- ~~Office administrative practices and procedures, including records management and the operation of standard office equipment.~~
- ~~Basic budgetary principles and practices.~~
- ~~Business letter writing and the proper form for typed materials.~~
- ~~Correct English usage, including spelling, grammar and punctuation.~~
- ~~Business data processing principles and the use of word processing or personal computing equipment.~~

Skill in:

- ~~Planning, organizing, assigning, supervising, reviewing and evaluating the work of others.~~
- ~~Training others in work procedures.~~
- ~~Developing, implementing, interpreting and applying rules, policies and procedures.~~
- ~~Organizing, researching and maintaining office files.~~
- ~~Composing correspondence independently or from brief instructions.~~
- ~~Organizing and prioritizing work, meeting critical deadlines and following up on assignments.~~
- ~~Using initiative and sound independent judgment within established guidelines.~~
- ~~Analyzing and resolving varied administrative problems.~~
- ~~Operating standard office equipment, including a word processor or computer terminal and centralized telephone equipment.~~
- ~~Accurately interpreting legal terminology pertaining to~~ building permits and code compliance such as that found in the California Building Codes and the Health and Safety Codes.
- Establishing Principles and practices of recordkeeping.
- Basic budgetary principles and practices.
- Business letter writing and the proper form for typed materials.
- ~~maintaining~~ Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Train others in work procedures.
- Maintain accurate records and files.
- Analyze and resolve varied administrative problems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ⇒ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Other Requirements:

~~Must possess a valid driver's license.~~

Education and Experience:

~~Two years~~Any combination of office and/or field technical support~~the required~~experience related to permit processing, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school. Completion of an accredited technical school or college-level program of building inspection, plan review, or a closely related field is desirable.

AND

~~Two (2) years of lead experience~~ at a level equivalent to the County's class of ~~SeniorSr.~~ Building Inspector. ~~Completion of up to two years of college coursework in architecture, engineering, business administration or a related field may substitute for the office~~

~~Licenses and/or field technical support experience on a year for year basis.~~ **Certifications:**

- Possession of ~~an ICBO~~, or ability to obtain and maintain, a valid California Driver's License and a satisfactory driving record.
- Possession of the International Code Council California Building Plans Examiner (I6) or Building Plans Examiner (B3) certificate ~~is and all other certifications~~ required ~~within two years of appointment.~~ ~~A CABO certification as a~~for the County's Building ~~Official is desirable~~Inspector I, II, and III classifications.

PHYSICAL DEMANDS

Must possess **NOTE:** ~~The above qualifications are a typically accepted way of obtaining the required knowledge and skills-~~mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County the facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees partly work in an office environment and partly work in and around facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays. Must be willing to respond to emergencies in off hours as required.