



## **SR. BUILDING INSPECTOR**

### **DEFINITION**

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult work related to the enforcement of building, plumbing, mechanical, electrical, and environmental codes through inspection; performs complex plan review and combination inspections of residential, commercial, and industrial building sites; ensures conformance with approved plans, specifications, standards, permits, and licensing; provides a variety of information to property owners, developers, architects, engineers, and contractors; functions as a commercial and/or residential plan checker; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Building Inspection Supervisor. Exercises technical and functional direction over and provides training and guidance to staff as assigned.

### **CLASS CHARACTERISTICS**

This is the lead-level classification in the Building Inspector class series that performs the full range of duties related to participating in and conducting a variety of plan reviews and combination inspection activities; in addition to providing technical and functional direction to lower-level staff. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex tasks.

This class is distinguished from the Building Inspection Supervisor in that the latter has supervisory responsibility for all plans examination, building inspections, permitting, code enforcement, and related programs, functions, and activities.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; participates in performing complex building inspection and plan check duties.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable federal, state, and local laws, rules, codes, and regulations.
- Plans, schedules, prioritizes, and assigns inspections in consultation with the Building Inspection Supervisor; communicates status of inspections to appropriate staff; works cooperatively to schedule inspections in accordance with established priorities.
- Assists in the implementation of goals, objectives, policies, procedures, and work standards, including recommending improvements; assists in developing work plans, procedures, and schedules.
- Performs the technical review and checking of construction plans for compliance with California building, electrical, plumbing, mechanical, and other codes as required by state and local authorities.
- Performs all duties of a Building Inspector, including conducting field inspections of residential, non-residential, and industrial structures for code compliance.
- May serve as the primary resource person for specific functions of the department, such as the review of building and construction plans or the inspection of mobile home parks.

- Provides information to contractors, developers, and property owners regarding building inspection requirements and code enforcement activities.
- Performs code compliance investigations; processes code compliance case files for violations of El Dorado County Ordinance Code.
- Receives and responds to inquiries, requests for assistance, and complaints regarding division and department projects, policies, and procedures.
- Monitors and interprets changes in building code requirements and new construction techniques.
- Reviews and prepares building inspection reports, and maintains accurate files, logs, and records of completed inspections.
- May assist in department budget development and administration.
- Represents the County in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Principles and practices of leadership.
- Advanced principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for industrial and residential buildings.
- Advanced principles and practices in general construction, and electrical and mechanical systems.
- Advanced principles of structural design and engineering mathematics.
- Advanced principles, practices, and methods of residential, structural, and building plan review.
- Advanced practices for documenting plan checking procedures, correcting discrepancies, and carrying through on court procedures.
- Legal processes and considerations involved in prosecuting violations of the building codes and ordinances.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to the governing the construction of assigned projects.
- Research methods and sources of information related to building code enforcement.
- 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:**

- Plan, organize, and coordinate the work of building inspection staff.
- Provide work direction and training in work procedures.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Read and interpret building and construction plans, diagrams, and specifications.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices.

- Advise on standard construction methods and requirements for residential and industrial buildings.
- Establish and maintain accurate logs and records.
- Perform required mathematical computations with accuracy.
- 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 work.

**Education and Experience:**

*Any combination of the required experience, 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 advanced journey-level experience at a level equivalent to the County's class of Building Inspector III.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of the International Code Council California Building Plans Examiner (I6) or Building Plans Examiner (B3) certificate and all other certifications required for the County's Building Inspector I, II, and III classifications.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field where they are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, 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 work various shifts, including early mornings and evenings to accommodate projects.