



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

BUILDING INSPECTION SUPERVISOR

DEFINITION

Under general direction, supervises the work of field inspection and/or plan review personnel; performs complex plan reviews and field inspections; assists with complex inspections and ensures conformance with applicable laws, regulations, and policies; and performs related duties as assigned.

SUPERVISION 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 in the Building Inspection class series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff performing duties associated with plan reviews, permit counter, field inspections, and code compliance work for the County. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Deputy Building Official in that the latter has management-level responsibility.

EXAMPLES OF TYPICAL 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 work for permit to enforce regulation of building and foundation, mechanical, plumbing, electrical, and related codes and regulations.
- Interprets codes and regulations, explains inspection programs, and 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, 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.
- 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.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Policies, procedures, and terminology related to the building permits and code compliance such as that found in the California Building Codes and the Health and Safety Codes.
- Principles and practices of recordkeeping.
- Basic budgetary principles and practices.
- Business letter writing and the proper form for typed materials.
- 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 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 lead experience at a level equivalent to the County's class of Sr. Building Inspector.

Licenses and Certifications:

- Possession of, 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 and all other certifications required for the County's Building Inspector I, II, and III classifications.

PHYSICAL DEMANDS

Must possess 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.