



City of Newark, California

Class Code: 216
WP Code: Sr Bldg Insp
Established: 09/16
Revised: _____
EEO Code: T

CLASS SPECIFICATION

SENIOR BUILDING INSPECTOR

POSITION DESCRIPTION

Nature of Work: Under the general supervision of the Chief Building Official, provides day-to-day supervision of the building inspectors, oversees inspection assignments, provides and coordinates building inspector training, serves as the primary staff contact for complaints and dispute resolution related to building inspection, performs plan checking of construction documents and the inspection of buildings and other structures for compliance with building, plumbing, electrical, and mechanical codes, Americans with Disabilities Act, and the enforcement of the zoning and sign ordinances to ensure compliance.

Class Characteristics: This is a skilled position involving supervision of building inspectors, plan checking of construction documents and the inspection of buildings and other structures for compliance with building, plumbing, electrical, and mechanical codes and the enforcement of the zoning and sign ordinances to ensure compliance. The incumbent will spend a significant portion of their time working independently in the field and is responsible for independent decisions requiring technical judgment. Enforcement of the codes requires clear, concise, and complete written reports; the ability to communicate and deal firmly, tactfully, and effectively with the public in difficult situations; and the necessity of documenting written and oral communications to ensure the records are complete and acceptable to a court of law.

Examples of Essential Duties – Duties may include, but are not limited to, the following:

Provide day-to-day supervision of the building inspectors and assist with annual performance evaluations.

Oversee inspection assignments.

Provide and coordinate building inspector training.

Serve as the primary staff contact for complaints and dispute resolution related to building inspection.

Assist building inspectors in evaluating facilities for compliance with the Americans with Disabilities Act (ADA).

Examine plans and specifications to check for compliance with City and State building, plumbing, mechanical and electrical codes and other regulations; approve construction documents before permit is granted.

Inspect buildings under construction, alteration, or repair for compliance with building and zoning code requirements; inspect all plumbing, mechanical, electrical and related construction

installations; maintain records regarding inspections; and work closely with Fire Department on construction and code violations.

Investigate reports of violations of the zoning, sign, grading, and building ordinances and laws; inform offenders of the violation and the means to achieve compliance; issue warning notices and notices to appear to offenders where violations occur.

Receive a variety of phone calls and answer questions from contractors and other individuals concerning local and State building and zoning codes, and construction work in progress or subject to local codes.

Prepare reports and perform related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

All major types of building construction, materials, and methods and stages of construction where possible violations and defects may be observed and corrected.

Building, zoning and related ordinances.

Business English, including spelling, grammar, vocabulary and report writing.

Computer software applications appropriate to the position.

Ability to:

Train building inspectors.

Assess building inspectors on a regular basis and assist in annual performance reviews.

Respond professionally to complaints relating to inspections and resolve in a reasonable manner.

Evaluate construction documents, structures, and sites for conformance with State disability standards and Federal Americans with Disabilities Act (ADA).

Read and interpret plans and specifications, and to compare them with construction in progress.

Detect poor workmanship, inferior materials, and hazards of fire and collapse.

Contact building owners, contractors, and the public and to effect and maintain a satisfactory working relationship.

Prepare factually clear, concise, and complete written reports.

Communicate firmly and tactfully with the public in difficult situations.

Follow proper procedures and instructions in the performance of assigned duties.

Experience and Training: High school diploma or G.E.D., possession of a valid California driver's license, and (4) four years of recent experience as a building inspector or supervising building inspector in a California city or county building inspection agency.

Special Requirement: Some outdoor work is required in the inspection of various land use developments and construction projects. While performing the outdoor duties of this job, the employee frequently works near moving mechanical parts around high-voltage energized electrical equipment, climbs scaffolding and ladders, works in high, precarious places and is occasionally exposed to wet and/or humid conditions.

The employee is occasionally required to stand; walk; use hands and fingers to handle, feel, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

ICC certification as a Building Inspector at time of hire is desirable and will be required within six (6) months of date of hire. California Department of State Architect certification as a Certified Access Specialist (CASp) at time of hire is desirable and will be required within twelve (12) months of date of hire.

Probationary Period: 6 Months

FLSA: Non-Exempt