

City of South San Francisco
Human Resources Department

Senior Building Inspector
Class Description

Definition

Under general supervision, performs a variety of responsible, specialized, and technical work that includes substantial public contact; provides direct support to the public in the processing of plans and permits; enforces building, plumbing, electrical, mechanical, zoning, and fire codes and laws; assists lower-level staff with code and technical matters; reviews and checks building plans and specifications; issues permits and collects fees; inspects buildings in all stages of construction, alteration and repair; provides lead direction to subordinate staff, and does related work as required.

Distinguishing Characteristics

This is the specialist-level class within the series and is distinguished from the lower-level classification by the greater independence in which an incumbent is expected to operate. This classification is responsible for performing specialist-level inspection work in all major fields of inspection, including structural, plumbing, mechanical, electrical, and fire; plan checking industrial, commercial, and single and multi-family residential structures, including energy regulations; disseminates a variety of technical information to the public, including building code interpretations, division policies and procedures, zoning codes, and laws; and provides day-to-day lead direction to lower-level classifications.

Typical and Important Duties

1. Provides direct technical support to the public at the counter, in the field, and on the telephone as an information source on local and state codes and ordinances related to the building permit process.
2. Conducts plan check on all industrial, commercial, public, and residential structures and buildings; ensures plans and applications are complete and conform to state and local regulations.
3. Interprets code requirements for builders, subcontractors, designers, owners, and the public at large.
4. Calculates and collects plan check and permit fees; issue receipts and buildings permits.
5. Verifies that other divisions have approved the project prior to issuance of permit.
6. Conducts final inspections of completed work, giving approval to acceptable structures and installations.
7. Investigates violations of related codes and ordinances.
8. Maintains records and prepare reports.
9. Assists others by reviewing and responding to applications such as grading, planning items, other inquiries, etc.

10. Operates a variety of machines and equipment, such as automobile, camera, measuring tape and wheel, calculator, drafting equipment, and computer equipment.
11. Provides technical support to division staff; provides direction in the absence of the supervisor.
12. Conducts fire and code enforcement inspections to witness compliance with state and local codes, ordinances and regulations.
13. Makes field inspections of building construction, plumbing, electrical, mechanical and fire related items to witness compliance with state and local codes, ordinances and regulations.
14. May attend Planning Commission, City Council, and other meetings, as appropriate.
15. Performs related duties as assigned.

Job-related Qualifications

Knowledge of:

- Provisions of the California Building and Fire Codes from the California Code of Regulations Title 24.
- Principles, practices, and purposes of City services, such as planning, building, and fire inspections.
- State and municipal codes, ordinances, and regulations relating to building, zoning, electrical, plumbing, mechanical, fire, heating, and gas installations.
- Basic principles, practices, and techniques of building, fire, and life safety inspections.
- Social, economic, and environmental concerns related to the function.
- Principles and techniques of effective customer service.
- Construction procedures, tools and materials, and accepted safety standards.
- Principles, practices, and methods of plan check and inspection.
- Code enforcement procedures, including issuance of notices of violation, citations, and powers of arrest.
- Data and records management principles and practices.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.

Ability to:

- Detect deviations from plans, specifications, and standard installation practices.
- Read and interpret building plans and specifications.
- Perform complex building, plumbing, mechanical, electrical, and fire inspections.
- Interpret and apply specific provisions of applicable codes, ordinances, and regulations enforceable by the City.
- Interpret and implement policies, procedures, and computer applications related to the division and department functions.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Learn basic supervisory principals and practices, and training techniques for adult learners.

- Learn computer applications related to the work, including word-processing, presentation, database, spreadsheet, e-mail, and calendar applications.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work independently; organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City effectively in contacts with elected and foreign officials, representatives of other agencies, City departments, and the public, occasionally in situations where relations may be difficult or strained.
- Work in a safe manner, following City safety practices and procedures.
- Maintain accurate records and project files.
- Maintain confidentiality regarding sensitive information.
- Understand and comply with City and departmental rules and regulations.

Skill in:

- Operating a personal computer and associated applications, including word processing, databases, and calendar and e-mail systems.
- Entering and retrieving data from a computer with sufficient speed and accuracy sufficient to perform assigned work.
- Rapid note taking and accurate transcription of own notes.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Experience: Two years of journey-level experience in one of the building trades and two years of progressively more responsible experience as a building inspector or plan checker with a California county or city. Two years of increasingly responsible experience working with the public dealing with construction projects, building enforcement or land use, planning and zoning, or fire may be substituted for one year of journey-level experience.

Training: Two years of college level coursework with a certificate of achievement or associates degree in civil or structural engineering, construction or building technology, architecture, fire science, prevention or protection, or a closely related field. Additional training, apprenticeships, seminars, certificates, licenses, or other related experience in the construction/inspection field is desirable.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

- A Building Plans Examiner Certificate and Residential or Building Inspector Certificate issued by the International Code Council.

Special Requirements

Physical Skills: Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; walk on rooftops; lift and carry 35 pounds; use standard office equipment, including a computer; vision to read a computer screen and printed materials, including maps and plans; hearing and speech to communicate in person and over the telephone.

Work Environment: Work in standard office environment or field setting; exposure to cold, heat, noise, outdoors, vibration, confined workspace, chemicals, explosive materials, vibration, mechanical hazards, electrical hazards, traffic, and work in attics and crawlspaces; walk on pitched and flat roofs.

Ability to: Travel to different sites and locations; locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work extended hours or off-shift work for meeting attendance or participation in specific projects or programs, and take call during non-business hours.

Approved: October 1995
Revised Date: March 2001, June 2003, January 2015
Former Titles:
Abolished:
Bargaining Unit: AFSCME
ADA Review: November 2000
DOT: No
Physical: Class 2
Status: Classified/Non-exempt
EEOC Category: EF4\EJ2
Job Code: A400

ADA Documentation of Essential Duties

1. MDE
2. SDE
3. MWE
4. MWE
5. MDE
6. OAE
7. OAE
8. OAE
9. SDE
10. MDE
11. MAE
12. OAE
13. SDE
14. MAE