BUILDING INSPECTOR SUPERVISOR

DEFINITION

Under general supervision, performs and supervises the activities of assigned staff engaged in the inspection of buildings for compliance with applicable codes and standards.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Performs and supervises the activities of assigned staff engaged in building inspection; performs inspections on structures in various stages of construction for compliance with approved plans and applicable codes; monitors office and field activities of assigned staff; schedules work activities for assigned staff; assists owners and contractors with code inquiries and interpretations; maintains building and safety records; prepares notices of property violations and files criminal complaints when necessary; provides training and guidance to subordinate staff; monitors the implementation of division policies and procedures; consults with Building Official to develop new Division policies or procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of Division policies and procedures

Knowledge of supervision, building inspection practices and principles

Skilled in reading and interpreting building plans and specifications

Skilled in identifying and recommending structural modifications for code compliance

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to effectively communicate verbally and in writing in English

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic and construction sites.

QUALIFICATIONS

An Associates Degree or Certificate of Training in Construction, Engineering, or related field **AND** five (5) years experience in building inspection or construction **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

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