



Department: Development Services Department
FLSA Status: Exempt
Prepared By: Steve Ayers, Chief Building Official
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JOB TITLE: SENIOR BUILDING INSPECTOR/
CODE ENFORCEMENT OFFICER

JOB SUMMARY:

Under general supervision, responsible for performing complex and specialized building inspections, performs residential and commercial plan reviews, works at the permit center, responds to code enforcement complaints and performs administrative processes, and schedules daily field inspections and meetings.

This advanced classification is responsible for the more complex and specialized activities requiring the use of considerable judgment in independently making technical decisions. Acts as a technical expert and performs highly skilled specialty work involving the interpretation and enforcement of codes and regulations. Employees at this level may be assigned to act as a lead worker to coordinate and monitor the work on projects requiring multiple staff and/or other agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide service to developers, contractors, and the general public at the Permit Center and in the field.
- Perform inspections, process cases and provide testimony related to code enforcement activities.
- Perform complex inspections.
- Review and check plans and specifications.
- Write correction notices and follow-up as necessary.
- As assigned, coordinate and monitor projects requiring multiple staff.
- Key data directly into department computer system.
- Maintain job reports and files.
- Write reports, letters and procedures.
- Perform other duties as assigned within the scope of the job classification.
- Work independently without close supervision.
- Prioritize and schedule work.
- Explain and enforce policies and regulations.
- Meet schedules and timelines.
- Represent the department at meetings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Techniques and methods of building inspection, California Building Code, California Mechanical Code, California Plumbing Code, California Electrical Code, California Fire Code, California Code of Regulation, Titles 24 and 25, applicable portions of local, state and federal ordinances and laws.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- State and City laws, codes, ordinances and zoning regulations.
- Code enforcement and nuisance abatement procedures.
- Blueprints and schematics used in building construction.
- Legal aspects of code enforcement and investigation techniques.
- Department operations and policies.
- Principles of training and work direction.
- Principles and practices of management.
- Policies and objectives of assigned programs.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid California Class C driver's license.
- Completion of the (ICC) International Code Council certifications as a Commercial Building Inspector, Commercial Plumbing Inspector, Commercial Mechanical Inspector and Commercial Electrical Inspector shall be completed at a rate of one per year minimum. Additionally, a Commercial Plans Examiner certification would be highly desired for this position.
- Possess and maintain of valid California Code Enforcement Officer (CCEO) certification through the California Association of Code Enforcement Officers (CACEO) or other approved organizations.
- Possess and maintain residential building inspector, plumbing inspector, electrical inspector and mechanical inspector certifications through the International Code Council (ICC) or other approved organizations.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands. The employee is regularly required to talk and listen to staff, residents and contractors. The employee is occasionally required to climb, stand, walk, and sit. The employee must occasionally lift and/or move up to 50

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in inside environmental conditions. The employee is frequently exposed to outside weather conditions and may be required to work evenings or weekends. Frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.