



Building Inspection Supervisor

Purpose of the role:

Under direction, supervises, assigns, and reviews the work of staff responsible for the enforcement of building, zoning, fire, mechanical, plumbing, electrical, housing, and related codes and regulations governing the construction, alteration, repair, and use of buildings and structures; researches, develops, and implements programs and procedures within the building inspection unit; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions and outside agencies; performs the more technical and complex tasks relative to assigned area of responsibility; and performs related duties as required.

Distinguishing Characteristics:

The Building Inspection Supervisor assumes responsibility for supervising and overseeing the work of a section or unit within the Building Division within the Building Department. Incumbents in this class supervise, assign work to, and evaluate the performance of three or more positions within the assigned unit. In addition, at least 50 percent of the Building Inspection Supervisor's work time is spent performing supervisory functions. Assignments are varied and carried out with considerable judgment and independence in the interpretation of codes and regulations for assigned areas.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, supervises, and evaluates the work and performance of assigned staff; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
- Plans, organizes, directs, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Participates in the selection of building inspection staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Establishes schedules and methods for providing building inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Provides leadership and works with staff to ensure a high

performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives, and values.

- Participates in the development of the assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends budgetary adjustments as necessary.
- Accompanies inspectors in the field as necessary to ensure consistency and effectiveness in enforcing building codes and carrying out policy.
- Performs the more technical and complex tasks of the work unit including the most difficult and complex inspections of residential and/or commercial buildings to ensure compliance with City, state and federal construction, maintenance, use, health, safety, electrical, mechanical and plumbing standards; issues citations as an enforcement authority for violation of City ordinances.
- Determines appropriate action in building code violations, code interpretation, permit issuance, and plan check requirements; prepares legal documents such as warrants for inspection, citation briefs, and demolition or repair orders; tracks extended cases through the court system and coordinates action with the City Attorney's office.
- Keeps informed of changes and new legislation pertaining to building codes and regulations affecting work of the department, ensuring that appropriate staff is informed and current.
- Follows up on complaints received for residential resale and commercial pre-sale inspections and systematic inspection programs.
- Coordinates building inspection activities with those of other divisions and outside agencies; serves as facilitator for the Community Development Department's focus group.
- Enhances coordination of the final approval and Certificate of Occupancy process.
- Plans and develops the ways and means of improving the City's ISO, Community Insurance Rating.
- Creates a division level emergency response plan and secures the logistical infrastructure needed to effectively respond to a major local disaster.
- Maintains current knowledge of new trends and innovations in the field of building inspection; attends and participates in professional group meetings; participates in committees as assigned; participates in professional development activities.
- Performs related duties as required

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a building inspection program.
- Modern and complex principles and practices of construction plan checking.
- Methods and techniques of customer service.
- Principles of supervision, training, and performance evaluation.
- Supervisory principles and practices, including goals and objectives development and work planning and organization.

***Desired
Minimum
Qualifications:***

- Federal, state and municipal codes and regulations governing building construction, rehabilitation, alteration, use, and occupancy, and their intended application.
- Appropriate safety and fire prevention methods for a variety of work assignments.
- Principles and methods used in a wide range of building construction trades, including review of plumbing, electrical, heating and cooling, ventilation, building construction and remodeling plans and any related areas and building/construction regulations in any area of the City related to planning and redevelopment.
- Basic principles and practices of municipal budget preparation and control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.

Ability to:

- Supervise, coordinate, and direct building inspection programs.
- Select, train, supervise, organize, and review the work of assigned staff involved in building inspection activities.
- Recommend and implement goals, objectives, policies, and procedures for providing building inspection programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply municipal building, housing and zoning codes and ordinances.
- Provide technical inspection assistance in hearings and cases and recommend appropriate solutions for a wide range of inspection issues and problems.
- Prepare detailed written material including analyses to code enforcement policies, proposed amendments and changes to programs and policies.
- Deal with dissatisfied or quarrelsome individuals.
- Deal with changing, intensive deadlines.
- Participate in the preparation and administration of assigned budget.
- Prepare clear, concise, and comprehensive reports.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Use sound independent judgment within established guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.



Competencies:

- Strategic Thinker
- Customer Focused
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in construction technology, building inspection, or a related field.

Experience:

Six years of responsible experience in building inspection including one year of lead responsibility.

**Education and
Experience
Guidelines:**

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

Certification as an Inspector by the International Association of Electrical Inspectors, International Association of Plumbing and Mechanical Officials or the International Conference of Building Officials.

The conditions herein 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 job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, and crouch; perform duties requiring grasping and repetitive hand movement, and fine coordination; lift, carry and push tools, equipment and supplies weighing 25 pounds. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; occasional construction site and field environment; travel from site to site; exposure to noise, dust, electrical energy, and outside weather conditions including wet and/or humid conditions; occasionally works around loud noise levels; interact with officials and the public; and occasionally deal with dissatisfied or quarrelsome individuals.

Class specifications are only intended to present a descriptive summary of the range of duties

*and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: