



Senior Combination Building Inspector

Purpose of the role:

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing skilled inspection work in 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; performs inspections and assignments on larger and more complex development projects within the City as well as building code inspection and the residential real estate resale program; performs plan checking in specialized areas; and performs related duties as assigned.

Distinguishing Characteristics:

This is the lead level in the Combination Building Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including the performance of the more complex inspection duties, plan checking in specialized areas (plumbing, electrical, mechanical, building), and providing lead supervision to assigned staff. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing the most complex building inspections. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Incumbents in this class perform supervisory duties in the Building Inspection Supervisor's absence. In addition, Senior Combination Building Inspectors may be required to provide code compliance inspection services and work closely with Code Compliance staff. Assignments may vary and allow for the exercise of considerable judgment and independence in the interpretation of codes and regulations for assigned areas.

Essential Duties and Responsibilities:

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.

- Leads, plans, trains, and reviews the work of staff responsible for performing skilled inspection work in 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; performs the more difficult and complex building inspection duties of the work unit including assignment as site inspector to long-term large development projects and the Residential Resale Inspection program.
- Trains assigned employees in their areas of work including building inspection methods, procedures, and techniques; serves as a resource for staff to ensure consistency and effectiveness in enforcing building codes and carrying out policy.

- Participates in the development of policies and procedures; recommends programs and projects to higher-level Building Inspections personnel.
- 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.
- Performs the more difficult and complex inspection services of residential and/or commercial buildings including plan check review of all regulations applicable to an assigned specialized area (plumbing, electrical, mechanical, building).
- Performs counter plan checks and reviews field revisions and/or as-built plans as necessary; ensures compliance with City, state and federal construction, maintenance, use, health, safety, electrical, mechanical and plumbing laws, codes and standards.
- Participates in coordinating residential resale inspections.
- Confers with, coordinates with, and provides information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; explains and interprets applicable codes, ordinances, and zoning regulations.
- Assists other building inspection staff, departments and divisions with questions, inspections, and compliance issues.
- Assists in the preparation of 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; may be required to act as Code Enforcement Officer with regards to building codes and write citations for building / structural violations of the municipal codes.
- Maintains a variety of files and records related to areas of assignment; inputs and retrieves information into computer data bases; prepares reports, correspondence, and a variety of other written materials as requested.
- Acts for the Building Inspection Supervisor in his/her absence.
- 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.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of a building inspection program.
- Principles of lead supervision and training.
- Principles and practices used in plans examination work.

- Federal, state and municipal codes and regulations governing building construction in a combination of areas including construction plan review, cosmetic and structural alteration, use, and occupancy and their intended application.
- Building construction principles and practices, including familiarity with building, plumbing, electrical, and mechanical trades.
- Methods and materials used in the construction of buildings and related structures.
- Pertinent uniform building and zoning codes, ordinances and regulations including housing, plumbing, electrical, and mechanical.
- Appropriate safety and fire prevention methods for a variety of work assignments.
- Building/construction regulations in any area of the City related to planning.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety practices.

Ability to:

- Lead, organize, and review the work of staff.
- Independently perform the most difficult building inspection tasks.
- Interpret, explain, and enforce department policies and procedures.
- Perform plans examinations functions.
- 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.
- Understand, interpret, explain, and enforce provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
- Prepare detailed written material, including reports.
- Propose amendments and changes to programs and policies.
- Operate a vehicle in a safe and effective manner.
- Respond to requests and inquiries from the general public.
- Operate office equipment including computers and supporting software applications.
- Prepare clear and concise reports and documentation.
- Maintain complete and accurate records.
- Learn and apply new information or new skills.
- 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:

- Effective Communicator
- Customer-Focused
- Flexible/Adaptable
- Accountable
- Problem Solver and Decision Maker
- 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:

Equivalent to the completion of the twelfth grade supplemented by specialized training in building technology, architecture, engineering, or a related field.

Experience:

Three years of experience at a level comparable to the Combination Building Inspector II with the City of Thousand Oaks.

**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 Code Council.

Some assignments may require incumbents to obtain a certification in Code Enforcement as required by the City's municipal codes and Personnel policies.

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, field, and construction site setting and operate office equipment; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing 25 pounds or more. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office, field, and construction site setting; travel from site to site; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; frequently works near moving mechanical parts; works in precarious places or exposed to street/road traffic; frequently works around loud noise levels; interacts with officials and the public; and deals with angry 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: 10/19/12

10/19/12:

- Removal of any reference to redevelopment. Also, updated title of professional association from I.C.B.O. to International Code Council.