

COUNTY OF SOLANO
CLASS SPECIFICATION
BUILDING INSPECTOR (Senior)

CLASS SUMMARY:

Assists the Building Official in overseeing the work of staff in the Building & Safety Division, inspection and permit technician staff; and inspects complex or highly visible construction projects, reviewing plans for conformance with codes, interpreting and explaining code requirements, resolving problems. Provides technical assistance to Building Official in matters dealing with construction codes, laws, ordinances, and procedures and may act on his/her behalf in his/her absence.

DISTINGUISHING CHARACTERISTICS:

This class is characterized by the responsibility to lead or perform advance journey level work in the inspection of construction, alterations, and repairs to residential, commercial, industrial, public, and institutional buildings to ensure compliance with structural safety and zoning regulations, construction codes, ordinances, and laws. Incumbents are expected to be skilled in one of the trades (such as carpentry, plumbing, or electrical) and have some knowledge and skill in other trades since they regularly exercise technical judgment and discretion based on such familiarity with a wide variety of construction and repair problems requiring advanced knowledge of the above trade areas. This class can be distinguished from that of Building Inspector II by its lead or advanced journey level responsibility, which includes training and assigning/coordinating the work of building inspectors, permit technicians, engineers, and/or code compliance officers, and conducting the more complex or highly visible building inspections.

SUPERVISION RECEIVED AND EXERCISED:

Reports to and receives general supervision from the Building Official.

Provides technical and functional supervision to professional and support staff.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs lead worker duties over Building Inspector classes, for example:
 - providing on-the-job training;
 - passing on instructions received from supervisor and getting work started;
 - distributing work among staff;
 - monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines;
 - reviewing work of assigned crew, informing supervisor of customer feedback, work quality, conduct problems, etc. and providing input on performance to supervisor;
 - ensuring accuracy and timeliness of timesheets and monitoring leave schedules;
 - taking appropriate steps to resolve informal complaints at the lead level; elevating complaints which cannot be resolved at the lead level to the appropriate supervisor or manager; and
 - ensuring work is performed safely and efficiently.
- Performs the same duties as the work being led.

- Interprets, explains, and applies the provisions of standard building codes, electrical codes, plumbing codes, mechanical codes, fire prevention codes, life/safety codes, energy codes, disabled accessibility codes, and other applicable federal, state and local codes, ordinances, laws, rules, regulations, specifications, standards, policies and procedures through field inspection, plan check, and in assisting Building Division Staff; researches code-related issues in code books as needed; initiates any actions necessary to correct deviations or violations.
- Coordinates and assists with building inspection activities; assigns and dispatches inspectors to perform inspections; analyzes complex or specialized inspection problems and assists inspectors with more difficult cases; makes decisions and resolves problems.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Conducts site inspections of residential, commercial, industrial, and public buildings (including construction work, remodeling work, building systems, and premises) for compliance with applicable codes, specifications, laws, ordinances, and approved construction plans; inspects construction alteration, demolition, use, and occupancy of buildings and premises to verify structural strength, stability, sanitation, adequate lighting, ventilation, and safety to life and property from fire and other hazards; inspects mechanical, plumbing, electrical, building, fire alarm, and related building systems; inspects foundations, slabs, footing, and framing; inspects construction methods and materials; verifies contractor licensure and proper permitting of construction work; inspects existing buildings to ensure proper use and occupancy.
- Reviews building plans, plan revisions, specifications, or other documents for compliance with codes.
- Provides technical information and assistance concerning inspection activities, code requirements, code interpretation, code compliance, application procedures, and related issues; discusses problem areas with property owners, developers, contractors, engineers, and architects; recommends solutions to problems; responds to questions or complaints concerning code violations; researches problems or routes complaints to appropriate personnel for resolution.
- Assists with the development of and updates policies and procedures for area of assignment.
- Writes technical reports.
- Plans, directs, and maintains the division's training program; provides technical and procedural training to staff.
- Attends meetings representing the Building Official and department as needed.
- Conducts staff meetings to review inspection practices and code interpretation uniformity or problems.
- Prepares, receives, completes, processes, and maintains a variety of forms, reports, correspondence, logs, and records.

- Performs the duties of Building Official in absence of same.
- Assists with preparation and maintenance of division budget.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Experience: Four (4) years of full-time work experience with a government agency involving building construction, construction trades, code interpretation/enforcement, and a variety of building inspection specialties, to include providing technical supervision to lower level staff.

Education/Training: High school diploma or equivalent with vocational or technical school training in one or more of the recognized trades and/or building inspection methods.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

Possession and maintenance of valid International Code Council (ICC) or State of California issued Inspector certifications including Building Inspector, Plumbing Inspector, Mechanical Inspector and Electrical Inspector certifications are required. Certifications restricted to only residential do not qualify.

Possession and maintenance of a valid Class C California Driver's License is required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Policies, procedures, and activities of the County and of departmental practices as they pertain to the performance of duties relating to the position; agency goals and purposes; terminology, principles, and methods utilized within the department.
- Laws, codes, ordinances, standards, and regulations pertaining to specific duties and responsibilities of the position, including standard building codes, electrical codes, plumbing codes, mechanical codes, fire prevention codes, life/safety codes, energy codes, and disabled accessibility codes.
- Principles, practices, methods, materials, and costs associated with construction trades, including general construction, electrical, plumbing, and mechanical trades.
- Common principles of proper and safe construction.
- Effective inspection methods.
- Principles and practices of employee training and supervision.
- Computers and software programs typically used in building permit/inspection operations, including computerized data collection, retrieval, analysis and computation.

Skill and/or Ability to:

- Utilize inspection tools, testing devices, and measuring devices typically used in conducting inspections.
- Utilize basic office equipment; use a computer to gather and analyze data.
- Drive a motor vehicle.
- Comprehend, interpret, explain, and apply a variety of complex laws, codes, regulations, procedures, and other information related to building construction, building inspection, and code enforcement; read, interpret and apply building and zoning codes and regulations.
- Read and interpret plans and blueprints accurately and compare them with actual construction and repairs in progress.
- Detect structural, electrical, plumbing or heating defects through physical inspection and to recommend corrective action.
- Review the quality and quantity of work performed by others.
- Apply knowledge of skilled trades to the physical evidence observed and checked during inspections.
- Supervise and lead the work of others engaged in building inspection and code enforcement activities; plan, supervise, instruct, train, and direct the work of subordinates; effectively delegate responsibility and authority to others; determine and evaluate levels of achievement and performance of subordinates.
- Plan, organize, and prioritize daily assignments and work activities.
- Identify and analyze problems and implement changes.
- Make decisions, project consequences of decisions, use independent judgment, and work with little direct supervision as situations warrant.
- Determine the appropriate course of action in emergency or stressful situations.
- Perform required mathematical calculations.
- Research regulations, procedures and/or technical reference materials.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including those who have objectives counter to assigned role.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require the following: (1) balancing, stooping, kneeling, reaching, crawling, fingering, grasping, and repetitive motion; (2) climbing and working safely on ladders (extension and A-frame) and step ladders with a total weight that does not exceed the weight capacity of the ladder or the highest rated capacity of the harnesses and lanyards used for fall protection; and (3) standing or walking up to seven hours per day on uneven surfaces.
- **Lifting, Carrying, Pushing and Pulling – Medium work:** Positions in this class require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer screen, read, and to distinguish between normal and off shade colors and to read gauges and meters in dimly lighted areas etc. Positions in this class also require employees to have depth perception and good eye-to-hand coordination in order to operate a motor vehicle and to operate a variety of hand and power tools.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must occasionally be conveyed to others accurately, loudly, and/or quickly.
- **Other:** Positions in this class typically require the employee to have sufficient sense of smell, vision, touch and hearing to observe equipment functions for normal and abnormal occurrences.

WORKING CONDITIONS:

- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather, and animal/insect/wildlife attacks.
- **Work in an Industrial Area:** Employees in this class will often be working in an industrial area and thus will be subject to exposure to moving mechanical parts, electrical currents, toxic agents, fuel, oil, gases, smoke, fumes, odors, dust, and vibrations.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.
- **Working at Heights:** Employees in this class may be required to work at heights six feet and more above the ground on equipment and structures.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.

- Pre-employment screenings: Will be required to pass a physical exam and pass a drug test as a condition of hire.
- Independent Travel: Incumbents are be required to travel independently, for example, to perform inspections at building sites.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Incumbents may work in the field, rather than in an office.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: July 1997
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: August 5, 1997
- Date(s) Revised: August 10, 2005; October 12, 2022
- Class Code: 524010