

CITY OF COVINA

SENIOR GENERAL BUILDING INSPECTOR

*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 qualifications of incumbents within the position.*

DEFINITION:

Under direction, performs the more difficult and complex inspections of buildings, structures and public works projects during all phases of construction; determines compliance with zoning ordinances, building, plumbing, electrical codes, and other City regulations and state codes; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior General Building Inspector** is the lead class responsible for coordinating the activities of assigned building inspection staff, and for the performance of both routine and complex duties within the Division. Incumbents are considered highly skilled in making inspections and enforcing codes and regulations with a broad range of building and related codes. This classification differs from the next higher classification of Building Official in that the latter has overall responsibility for the Building and Code Enforcement Divisions.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Building Official. Exercises technical and functional supervision over assigned building inspection staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs the more difficult and complex inspections of buildings, structures and public works projects during all phases of construction; determines compliance with zoning ordinances, building, plumbing, electrical codes, and other City regulations and state codes.
- Plans, coordinates, prioritizes, monitors and participates in the work of assigned inspection staff; discusses job progress with inspectors and ensures that inspections are performed according to City standards; provides motivation and training for assigned personnel; monitors work activities to ensure safe work practices, work quality and accuracy; assists in the evaluation of job performance.
- Serves as lead in providing in-office customer service to the public and other departments; interprets codes and regulations; explains required inspections, construction requirements, and construction and repair methods and materials to owners, architects, engineers, contractors, staff and the public; advises owners on matters related to building permits; investigates and resolves building and related complaints; coordinates activities with other departments and outside agencies; maintains records and files of inspections made and actions taken.

SENIOR GENERAL BUILDING INSPECTOR

Page 2

- Reviews drawings and construction documents for commercial, industrial and residential projects; ensures compliance with plans, specifications, laws, ordinances and all applicable Uniform Codes; conducts staff briefings; interprets and enforces applicable building codes; keeps informed of changes and new legislation pertaining to building codes and related regulations; ensures that appropriate staff is informed and current on relevant codes and regulations.
- Conducts inspections of the more complex construction or remodeling work for compliance with applicable building, plumbing, mechanical, electrical, structural, and municipal codes to ensure the health, safety and welfare of the public; checks building plans and specifications for compliance with various codes.
- Prepares warning letters to negligent owners or contractors, and carries negligent cases through prosecution in situations of non-compliance; interprets and enforces City zoning and nuisance codes; drafts recommendations for changes in codes, ordinances or standards; proposes and drafts Building Services Division policies and procedures.
- Assists the public at the front counter and over the phone; issues permits; takes in plan checks at the counter; performs the more minor plan checks; responds to complaints; reviews permit records for the public and real estate agents; attends staff meeting and pre-construction meetings; responds to emergency calls as required.
- Serves as a technical advisor to City staff and officials, public agencies and members of the public; provides staff support to assigned boards and commissions; serves as a resource for other inspectors in codes and their application.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and personal service. The need to lift, carry, pull and push paper, documents, tools, supplies, and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior General Building Inspector**. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible building inspection experience, including two years in a supervisory or lead capacity, or one year as a General Building Inspector with the City of Covina, and an associate's degree or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license, and possession of an I.C.B.O. Building Inspector certificate and P.O.S.T. 832 Powers of Arrest. Certifications in plumbing, mechanical and electrical or combination dwelling are desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and methods used in various building construction areas, including plumbing, electrical, structural and mechanical areas; operational characteristics and use of standard equipment used in building inspection and the building trades; proper inspection methods; building construction standards and materials; testing procedures; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct, lead, and evaluate the work of subordinate staff; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; maintain I.C.B.O. certification through continuing education programs; apply policies, procedures codes and regulations pertaining to building inspection; perform the more complex inspection duties; read and interpret complex plans, maps, sketches, drawings, technical manuals and specifications; ensure plans and construction are in compliance; keep accurate records; be on-call in case of emergencies; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations pertaining to building inspection; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate tools and equipment used in building inspection and the building trades.