



CITY OF CHINO

Senior Building Inspector

Definition:

Under general supervision, conducts complex field inspections and checks construction, alteration or repair of buildings and other structures; enforces building, plumbing, electrical, and zoning codes and laws; and performs related work as assigned.

Class Characteristics:

Senior Building Inspector is the advanced level class in the Building Inspector classification. Incumbents are expected to perform a broad range of complex inspections. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility, have knowledge of City policies and procedures, possess strong problem solving and organizational skills; and have the ability to exercise sound judgment within established guidelines.

Essential Functions:

- Perform the most complex inspections of various phases of residential, commercial, and industrial building construction for compliance to the various building and accessibility codes.
- Field check structural, electrical, plumbing, and mechanical plans, layouts, and site plans of residential, industrial, and commercial buildings for proper installation and use of materials to ensure compliance to engineered designs and relevant codes.
- Check and approve building plans and specifications for residential, industrial, and commercial structures for compliance with applicable Building, Electrical, Plumbing, Mechanical, Accessibility, Occupancy, and Zoning Codes; check for grade and quality of materials used in construction.
- Inspect and approve work at each of the required stages of completion and order corrective action if necessary; make final inspections for compliance to pertinent laws, regulations, and codes; prepare reports of inspections and work completed; investigate code violations, post "Stop Work" notices, and prepare reports of findings.
- Advise and interpret codes to laymen, contractors, architects, and others as required, coordinate plan review with other City departments or divisions and outside agencies.
- Conduct studies and investigations of such problems as unpermitted construction, converting the use of a building, condemning a building, or assessing damage to buildings caused by fire, vehicles, seismic activity, or any other external source of damage.
- Participate in staffing Development Review Committee as assigned.
- Act as an extension of the Supervising Building Inspector when the Supervisor is on leave. Provide temporary and vacation relief in similar occupational fields.

Senior Building Inspector

- Accompany Code Compliance Inspectors on investigations and provide building code technical assistance when requested.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

Knowledge of:

- Related federal and state laws, accessibility, rules, regulations, policies, and procedures.
- Building tools and materials.
- Methods of building construction.
- Accepted safety methods.
- Principles and techniques of building inspection.
- Data processing systems/applications.

Ability to:

- Prepare a variety of reports and maintain accurate records.
- Inspect various phases of construction for compliance to various building codes and engineered designs.
- Work efficiently in the absence of supervision and assume a leadership role when prompted.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and explain building plans, blueprints, specifications, and building codes.
- Make arithmetical computations rapidly and accurately.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.

Education:

- High School Diploma or G.E.D. (required).
- Complete a *minimum* of 45 hours of continuing education for every three-year period. *NOTE:* Continuing education is defined as that education relating to the enforcement of Title 24 of the California Code of Regulations and any other

Senior Building Inspector

locally enforced building and construction standards, including, but not limited to, the model uniform codes adopted by the state.

Experience:

- Three years of experience as a building inspector with a public agency. Five years of building trade experience, in one or more of the general building trades, can be equivalent to one year of building inspection experience.

Licenses/Certifications:

- Possess Commercial and Residential Inspector certificates from the International Code Council (ICC) prior to appointment. Obtain at least two of the following ICC Certificates within one year of appointment: Accessibility, Plumbing, Mechanical, and/or Electrical Inspector.

Training/Safety Requirements:

- Job specific training will be provided according to class specification during work hours.

Special Requirements:

- Possess a valid California Driver's License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category II: Moderate Physical Effort – Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

Characteristics: Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks within this category; examples include general automotive repair work, painting, supervision, and restraint of juveniles, etc.

Details:

Department/Division: Development Services/Building
Reports To: Supervising Building Inspector

Possible Career Advancement Opportunities:

From: Senior Building Inspector
To: Supervising Building Inspector

Employee Unit:

SBPEA (Professional, Technical and Clerical)/Teamsters Local Union No. 1932 or Part-time/Temporary/Seasonal.

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