



CITY OF CHINO

Supervising Building Inspector

Definition:

Under general supervision, supervises building inspection staff; conducts the most complex and difficult building inspections; assigns inspection duties; provides information and assistance to contractors and the general public; provides highly technical assistance to the Building Official; and does related work as assigned.

Class Characteristics:

The Supervising Building Inspector provides direct supervision over building inspection staff.

Essential Functions:

- Plan, direct, and review the work of staff responsible for performing technical building inspection work; assign daily work activities; and, verify work of assigned employees for accuracy, proper work methods, techniques, codes, policies, procedures, and standards.
- Participate in the selection of assigned staff; provide or coordinate staff training and development; review and evaluate employee performance; and, initiate and carry out disciplinary action.
- Recommend building inspection goals and objectives; participate in budget preparation and administration.
- Assist in the development and implementation of policies and procedures for effective building inspection services; and ensure that building inspections for compliance with codes are conducted in compliance with accepted techniques.
- Respond to technical questions from building inspection staff; meet with property owners, contractors, developers, architects, and engineers to resolve issues and concerns; and recommend necessary changes to obtain compliance with applicable codes and regulations.
- Identify controversial and troublesome projects; keep the Building Official apprised of all projects and potentially problematic concerns and issues, including, but not limited to personnel matters and other occurrences having an impact on the Community Development Department and the City.
- Review plans and applications for field inspection; and, inspect industrial, commercial, and residential buildings during various stages of construction.
- Ensure compliance with applicable codes, ordinances, and regulations including the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, Uniform Electrical Code, City ordinances, and pertinent provisions of state and county health and environmental ordinances.
- Coordinate building inspection activities with other City departments as required.
- Confer with architects, contractors, builders, and the general public in the field and in the office; explain and interpret requirements and restrictions.

Supervising Building Inspector

- Maintain files and reports regarding inspection activities and findings.
- 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. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in engineering or construction technology (desirable).

Experience:

- Five or more years of increasingly responsible building inspection experience, including or supplemented by
- One year of experience in supervision.

Considerable knowledge of:

- Related laws, ordinances, rules, regulations, policies, and procedures, including handicapped access requirements and California Energy Commission Standards of Title 24.
- Principles and practices of structural and civil engineering.
- Construction methods and materials.
- Uniform building, plumbing, mechanical, and national electric codes, and other related codes.

Knowledge of:

- Principles and practices of supervision, training, and performance evaluation.

Ability to:

- Conduct field inspections/investigations.
- Prepare and present reports and maintain accurate records.
- Read and interpret complex building, plumbing, electrical, and mechanical plans.
- Perform energy calculations.
- Enforce codes with firmness, tact, and impartiality.
- Read and interpret plans, blueprints, and specifications.

Supervising Building Inspector

- Respond to emergency and problem situations in an effective manner.
- Supervise and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Analyze data and information and draw logical conclusions.
- Understand and follow verbal and written directions.
- Make rapid and accurate mathematical computations.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Interpret and apply rules, regulations, legislation, policies, and procedures.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- Work independently.

Special Requirements:

- Possess a minimum of two International Code Council certificates from the following: Building, Energy, Plumbing, Mechanic, or Electrical Inspector. Must possess all five of these certificates within two years of the date of appointment.
- Complete a minimum of 45 hours of continuing education for every three-year period of employment. Continuing education is defined as that education relating to the enforcement of Title 24 of the California Code of Regulations and any other locally enforced building and construction standards, including, but not limited to, the model uniform codes adopted by the state.
- Possess a California Driver 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 I

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 7/1/2014

Replacing Supervising Building Inspector classification specification dated 10/6/2009.

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