

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3215
Approved by C.S.B.
April 2, 2003

SUPERVISING BUILDING INSPECTOR

DEFINITION

Under general direction plans, schedules and supervises the work of building inspection and code enforcement staff; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by direct supervisory responsibility for building inspection and code enforcement operations. An incumbent is expected to function as an expert in combination and specialty inspection work involving the interpretation and enforcement of codes and regulation for building and related health and safety areas.

EXAMPLES OF DUTIES

1. Plans, schedules and supervises the work of assigned building inspection and code enforcement staff; prepares and establishes work schedules and priorities; reviews work progress and problems.
2. Reviews construction documents for residential, commercial and industrial construction; ensures compliance with applicable codes and regulations; approves final inspection.
3. Coordinates and may perform the more complex or sensitive inspections.
4. Coordinates activities with other City departments, divisions and work units and with other agencies, contractors and consultants.
5. Assists in the development of goals, objectives, procedures and work standards; evaluates, revises and implements work methods; develops work programs.
6. Ensures adherence to and application of established safe work practices and procedures.
7. Performs staff duties including the more difficult or unusual assignments.
8. Provides information and technical assistance; responds to, investigates and resolves complaints.
9. Determines and orders supplies and materials.
10. Conducts studies and investigations; prepares various reports and summaries; collects data, maintains records, inventories, logs and records; may prepare and make presentations.
11. Maintains current knowledge of new construction methods, materials and techniques; reviews and revises policies and procedures; monitors code changes and updates City practices as required; may attend meetings and conferences.
12. May serve as liaison to various groups, agencies and other divisions and departments.
13. May prepare and administer budgets, or assist in preparing budget estimates and in monitoring and controlling expenditures.
14. Supervises trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Four years of progressively responsible journey level building inspection and/or code enforcement experience, at least two of which shall have been in a senior, lead or chief capacity.

Knowledge

Knowledge of building construction, electrical installation and repair, and plumbing and mechanical methods and materials; Uniform Building, Fire, Plumbing and Mechanical Codes and National Electric Code and related state and local laws; proper inspection methods; safe work practices and procedures; legal procedures involved in the enforcement of codes and ordinances; automated permit tracking systems and designated computer software applications.

Ability

Ability to effectively plan, coordinate, supervise and participate in assigned building inspection and code enforcement work; plan work schedules and monitor performance; read and interpret construction plans, notes, specifications and legal property description; interpret and apply established procedural and safety requirements; interpret, apply and explain related codes, ordinances and regulations; identify and implement improvements in organization, work procedures and equipment; analyze complex, technical and administrative problems and make sound recommendations for their solution; establish and maintain accurate records; prepare reports and estimates; perform accurate mathematical calculations; operate designated computer equipment and software; use initiative and exercise independent judgement; draw valid conclusions and project consequences of decisions and recommendation; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, contractors, architects, engineers and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Possession of current International Conference of Building Officials Combined Inspector Certification; or separate certifications as follows: Building, Plumbing, Mechanical and Electrical Inspector; or equivalent certification as recognized by the City, or the ability to obtain within one year of appointment.

Possession of current Building Plans Examiner, Specialty Inspector, or Building Official certification is desirable.

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.