

CLASS CODE: 01Y
City of Anaheim
CLASS SPECIFICATION:

CLASSIFICATION: BUILDING INSPECTION
SUPERVISOR

DEFINITION: To supervise, assign, review and participate in the work of staff responsible for conducting building inspections for compliance with applicable structural, electrical, mechanical and plumbing codes; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

EXAMPLES OF ESSENTIAL JOB DUTIES--Responsibilities and duties may include, but are not limited to, the following:

Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for conducting building inspections for compliance with applicable structural, electrical, mechanical and plumbing codes.

Establish schedules and methods for providing building inspection services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.

Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

Ensure proper inspection of all building construction and uniform application of the building inspection process; review reports from inspectors for accuracy and completeness.

Consult with architects and engineers; provide assistance in the design of major projects for code compliance.

Respond to and resolve disputes regarding the interpretation of structural, electrical, mechanical and plumbing codes.

Provide assistance in reviewing complex structural, plumbing, mechanical and electrical designs, plans and specifications.

Coordinate building inspection functions with inspectors, contractors, plan check staff and various other City departments.

Participate in the selection of building inspection staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Prepare analytical and statistical reports on operations and activities.

May conduct plan checks in area of specialization.

Utilize integrated automated system and peripheral devices to develop reports and correspondence and to maintain inspection and permit records.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Extensive experience in building inspection work including supervision of technical employees.

Knowledge of: Operations, services and activities of a building inspection program. Methods and techniques of conducting building inspections. Methods and techniques applied to the design and construction of residential, commercial and industrial buildings. Safety standards and methods of building construction. Building construction materials and methods used at all stages of construction. Principles of supervision, training and performance evaluation. Pertinent Federal, State and local laws, codes and regulations including the Uniform Building, Plumbing, Mechanical, Electrical, Structural and Fire codes.

Ability to: Supervise, organize and review the work of lower level staff. Select, supervise, train and evaluate staff. Read and interpret complex building plans, specifications and blue prints. Examine workmanship and materials to detect deviations from regulations, plans and standard construction practices. Respond to requests and inquiries from the general public, architects, engineers and developers. Conduct the most complex building inspections. Interpret and explain City building inspection policies and procedures. Prepare clear and concise reports. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

License and/or Certification Required: Possession of, an appropriate, valid driver's license. Possession of registration as a Certified Combination Inspector, Certified Building Inspector, or possession of registration as an inspector in either the plumbing, mechanical or electrical trades.

Physical Requirements: Work in an office and field environment to conduct inspections. Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

Supervision Exercised: Assigns and reviews the work of technical building staff. Participates in the hiring process. Gives performance evaluations and recommends and carries out discipline.

Supervision Received: Receives direction from the Building Operations Manager.

FLSA Designation: Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Former Class Title - Senior Building Inspector
- Building Inspection Services Supervisor

Concept Revised 6/94 - C. Harris
Revised - 4/99 Johnson & Associates
Revised 10/01 - Cooperative Personnel Services
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