

CITY OF ARCADIA
SENIOR BUILDING INSPECTOR

DEFINITION

Under direction, oversees and participates in the more complex and difficult work of staff; responsible for performing technical building inspections work; and involved in enforcing compliance with building codes, regulations and ordinances.

DISTINGUISHING CHARACTERISTICS

The Senior Building Inspector is the highest journey level position in the Building Inspector class series. Positions at this level plan, direct, and review the work of staff, manage complex and technical inspections, and handle controversial and problematic projects. Senior Building Inspectors are expected to have an extensive understanding of building codes, regulations, and ordinances, and exhibit superior skills in interpreting and applying these standards. They also play a key role in mentoring journey level inspectors, ensuring quality control, and enhancing the efficiency and effectiveness of the building inspection process. Positions in this Building Inspector class series are flexibly staffed and positions at the Senior Building Inspector level may be filled by advancement from the existing Building Inspector level with the City of Arcadia, provided all minimum qualifications and staffing procedures listed in the Personnel Rules & Regulations are met. When filled from the outside, the employee is similarly required to meet the minimum qualification standards.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, and reviews the work of staff responsible for performing technical building inspection work involved in enforcing compliance with building codes, regulations and ordinances; ensure workload is balanced between all staff; verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable codes, policies, procedures, and standards.

Reviews plans, specifications and calculations during construction to verify compliance with City and State building and safety codes, ordinances, regulations and laws.

Assist in planning, organizing, coordinating and directing the building inspection and plan review process. Has an understanding and knowledge of the permit issuance functions of the City. May act as the Building Official in his or her absence.

Responds to technical questions from building inspection staff in the field and in the office; as necessary, meet with developers and contractors to resolve issues and concerns.

Identifies controversial and troublesome projects; keeps the Building Official apprised of all projects and potentially problematic concerns and issues.

Reviews plans and permits in preparation of field inspections; inspects industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations including California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, Uniform Housing Code, Uniform Code for the Abatement of Dangerous Building Code, City ordinances, and other applicable City requirements; check plans for special conditions or requirements.

Takes in plan reviews and works the public counter as required.

Receives complaints of building, plumbing, electrical, housing, dangerous building and mechanical code and ordinance violations; investigate or forward complaint to appropriate personnel.

Identifies code violations; obtains and prepares evidence; issues notices to comply on violations; follows-up on correction notices to ensure required corrections have been performed; maintain records of history of facts for possible legal action.

Coordinates inspection activities with other City departments and divisions as required; ensures all departments' requirements are met before issuing a Certificate of Occupancy.

Assists Code Services with various cases.

Reviews building construction plans for plan compliance with City and State building codes, ordinances and laws.

Approves the issuance of building and occupancy permits and accepts plans for plan check.

Confers with architects, contractors, builders and the general public in the field and office; explains and interprets code requirements and restrictions.

Maintains files and reports regarding inspection activities and findings.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a building inspection program.

Principles of supervision, training and performance evaluation.

Complex principles and techniques of building inspection and plans examining work.

Principles of structural design and engineering mathematics.

Pertinent Federal, State and local laws, codes, ordinances and regulations enforced by the City, including the California Building, Housing, Abatement of Dangerous Buildings, Plumbing and Mechanical Codes and the National Electrical Code.

Major types of building construction materials and methods.

Accepted safety standards and methods used in building construction for commercial, industrial and residential buildings.

Modern office practices, methods, and computer equipment, including the City's permit issuing system.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, organize and review the work of building inspection and permit technician staff.

Provide lead supervision and training to assigned staff.

Interpret and apply pertinent Federal, State and local laws, codes and regulations.

Read and interpret complex building plans, specifications and building codes.

Determine if construction systems conform to City Code requirements.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Advise contractors and developers on standard construction methods and requirements for residential, commercial and industrial buildings.

Makes mathematical computations rapidly and accurately.

Enforce necessary regulations with firmness and tact.

Prepares and maintains accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four (4) years of experience as a Building Inspector or an equivalent position.

Training:

Equivalent to a high school diploma. Supplemental courses in engineering, architecture, or construction is desirable.

License or Certificate:

Possession of an appropriate, valid California driver's license.

Possession of an ICC certification as a Building Inspector. Possession of ICC Plumbing, Electrical and Mechanical Inspection certification are desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to cold, heat, noise, outdoors, vibration, confining work space, and electrical hazards; ability to travel to different sites and locations.

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