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07/93

**CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT**

City Council

CLASSIFICATION SPECIFICATION

TITLE: SENIOR BUILDING INSPECTOR

DEFINITION

Under general supervision, to supervise and perform office and combination field inspection work in the enforcement of regulations regarding structural, housing, electrical, and plumbing construction; to review plans and issue building permits; and to perform related work as required.

REPORTS TO: Assistant Building Official

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Building Official.

Exercises close to general supervision over Building Inspectors.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Review permit applications and accompanying plans and specifications for conformance with appropriate codes and regulations.
- Review permit applications and prepare permits.
- Assign inspection work to building inspection staff.
- Resolve conflicts between inspectors and contractors or property owners.
- Perform more difficult field inspection assignments.
- Prepare enforcement correspondence and inspection reports.
- Confer with contractors and property owners regarding proposed work.
- Interpret codes and ordinances.
- Investigate property ownership in cases involving unsafe and illegal conditions.
- Research new and revised construction methods and materials in the trades and industries.
- Notify contractors of changes in codes and ordinances.
- Coordinate inspection activities with other City departments and divisions, and with outside agencies.
- Supervise, train, and evaluate assigned staff.

QUALIFICATIONS

Knowledge of:

- Methods, practices, materials, equipment, safety hazards associated with construction, remodeling, and repair.

- Possible defects and faults in construction in the field of assignment and of standard testing devices and methods as well as corrective measures.
- Applicable local, state, and federal regulatory codes and standards.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Understand and interpret plans and specifications.
- Detect and locate defective construction and to ascertain the stage of construction when defects are most easily found and remedied and the ability to impart these techniques to inspection staff.
- Enforce codes with firmness, tact, and impartiality.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train, and evaluate assigned staff.

Education and Experience:

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

Education: Equivalent to completion of twelfth grade and possession of an Inspector's Certificate in the area of assignment from the International Conference of Building Officials.

Experience: Two years' of combination building inspection experience for a public agency.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate, valid California motor vehicle operator's license.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Building Inspector

TO: Assistant Building Official