



## Senior Building Inspector

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Under general supervision from supervisory and management staff, the Senior Building Inspector will inspect public and private buildings, structures and related installations being constructed, altered or repaired to determine conformance with approved plans and specifications and compliance with applicable laws and ordinances. The Senior Building Inspector will also perform non-structural plan checking for completeness, accuracy, and code compliance to ensure compliance with applicant codes and accepted engineering practices. Other duties will include, but not limited to investigating complaints, advising and assisting building contractors and property owners on use of materials and building methods, and coordinating inspections with other agencies and organizations, assisting at the building counter, and overseeing the construction time limit regulations. The Senior Building Inspector is expected to exercise considerable independence and discretion on assignments.

### **Qualifications**

The ideal candidate will have thorough knowledge of building, plumbing, electrical, mechanical and related codes and regulations, including the Uniform Building Code; methods, materials, techniques and practices employed in building inspection design and construction. Additionally, the ideal candidate will have working knowledge of the principles and practices of organization, administration, and personnel management; and organization and functions of the various trades, agencies and organizations involved in the construction process, in addition to being an outstanding person, who aspires to excellence in customer service and is a committed team player.

### **Experience:**

- Four years of increasingly responsible building inspection experience including some supervisory/lead responsibilities.

### **Licensure/Certification:**

- Certification as a Building or Combination Inspector by the International Code Council (ICC).
- Certification as a Plans Examiner by the International Code Council (ICC) is highly desirable.
- Possession of a valid California driver's license is required.

### **Duties and Responsibilities:**

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

- Ensures uniform application of the appropriate codes, rules, and regulations.

- Interpret building codes and work with builders, property owners, and craftspeople in making changes necessary to conform to codes.
- Inspect structural building systems at various stages of construction, alteration, and repair to ensure compliance to approved plans, specifications, codes, ordinances, and laws.
- Performs non-structural plan checking for completeness, accuracy, and code compliance for new construction, alterations, or remodeling of existing structures to ensure compliance with applicable codes and accepted engineering practices.
- Provides technical and referral information to contractors, owners, architects and engineers, on construction and alteration methods and materials and reviews and approves alternate methods or changes in plans as needed during actual construction or installation.
- Issues "Stop Work" orders, writes citations, warning letters, Notice and Orders, and carries negligence cases through prosecution channels where appropriate in noncompliance situations.
- Prepares and maintains appropriate paperwork, records, and reports.
- Performs other duties as assigned.

**Knowledge of:**

- Principles and practices of the California Building, Plumbing, Mechanical, and Electrical Codes, and pertinent Town of Ross codes and ordinances.
- Building construction methods and materials.
- Proper inspection methods and procedures.
- Principles of structural design, engineering mathematics, and soil engineering.
- Windows-based computer operating systems at an intermediate or greater level including but not limited to Microsoft Word, Excel, Outlook, Internet Explorer, database programs, and permit tracking software. Modern office methods, procedures and equipment including a computer terminal. Business letter writing and basic report preparation in a Windows-based computer office environment.

**Ability to:**

- Schedule, and coordinate the field operations of the building inspection division.
- Analyze, interpret, and check plans, specifications, and calculations.
- Interpret and apply applicable laws, rules and regulations and apply sound judgement in making decisions.
- Communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with property owners, architects, builders, contractors, suppliers, other public officials, employees, and the general public, particularly in situations that might involve adversarial situations.
- Use Windows, Excel, PowerPoint, Word; Permitting/inspection software and other job-related computer programs.
- Keep abreast of current construction standards, codes, and regulations.
- Possesses functional reasoning skills enabling the analysis of problems that necessitate complex planning for interrelated activities that can span over one or several departments/special district or agencies.

- Possess situational reasoning skills allowing for the ability to exercise judgement, decisiveness and innovation in situations involving broader aspects of the organization.
- Typically, work is performed at construction sites and in an office environment; exposure to outdoor elements; extensive use of the telephone and radio, repetitive keyboarding on a computer; ability to walk on uneven ground; reach (including overhead), squat, bend, lift, crawl, and, climb; push, pull, and carry up to 50 pounds; drive daily to various locations within the Town of Ross; ability to work safely in a hard-hat construction zone is essential; exposure to construction-related chemicals and products; may be required to crawl in confined spaces.