



SENIOR BUILDING INSPECTOR/PLAN CHECKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general supervision, to inspect buildings and structures in all stages of construction including high-rise commercial, office, hotel or condominium buildings. Enforce building, mechanical, plumbing, electrical, energy and handicap codes and laws. Reviews plans, calculations and other project documents for compliance with the model codes, state laws and local ordinances.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Consults with architects, engineers and contractors regarding structural and non-structural requirements of the building design prior to and during construction.
- Performs plan checks on simple to complex projects.
- Make field inspections which include zoning, building, electrical, mechanical, plumbing, handicap and energy requirements commencing with grading and foundations through final building inspection including reviewing and monitoring special inspections and verifying that construction complies with conditions or approval and state-required certification from architects, engineers and contractors;
- Occasionally consults at the counter with architects, engineers and contractors to ensure a clear understanding and compliance with the code.
- Maintains logs and other necessary records and prepares reports and correspondence.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge: Proper methods and techniques of construction; accepted safety standards, building tools and materials; building codes, ordinances and safety orders of the city and other governmental agencies; geography and geology of the city; articulate knowledge of load paths and lateral design. Maintain current knowledge of profession through independent reading, seminars and meetings with peers.

Ability to: Apply and enforce proper codes and ordinances; apply knowledge and follow proper techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices. Read and interpret building plans, diagrams, specifications and records; prepare correspondence and reports as needed and perform simple engineering computations and check plans in accordance with these calculations.

Skills: Use department computer with efficiency and accuracy

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and Experience: At least four year's experience as a building inspector or plan checker performing building, electrical, mechanical, plumbing, handicap and energy inspections with emphasis on commercial and high-rise construction plus a high school education of G.E.D. and course work in engineering and/or plan review.

Licenses: Possession of a valid Class C California driver's license issued by the DMV. Possession of an ICBO Certificate as Combination Inspector and possession of an ICBO Plans Examiner Certificate within two years of appointment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Climb ladders and crawl in confined spaces with electrical, and occasionally with chemicals and mechanical hazards. Maintain cooperative working relationships with all those contacted in the course of work; ability to enforce regulations with tact and firmness; clearly communicate technical requirements, both orally and in writing; calmly deal with difficult people and with people of different cultures with tact. Ability to sit at a desk or in car for long periods of time, to stand and to crouch/stoop/squat for considerable periods of time.

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