

## **BUILDING DIVISION SUPERVISOR**

Salary Range: 39 (Public Service Employees)

### **DEFINITION**

Under general supervision, provides supervision over assigned building inspection tasks and staff; assists in administrative duties of the division; performs complex combination inspections of residential, commercial and industrial building sites to enforce all applicable laws and codes; may perform plan checking on a variety of construction and modification projects; provides a variety of information to property owners, developers, architects, engineers and contractors; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey, supervisory level class in the building inspection class series. Incumbents direct the work of building staff while personally performing the more complex, difficult or controversial work. The incumbent operates with considerable autonomy and is expected to perform duties and make decisions with a high degree of independence. The class is distinguished from the Building Plans Examiner and Building Inspector II positions in that the latter positions perform routine plan reviews and/or inspections and do not supervise staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents report to the Chief Building Official or designee and provide supervision to Building Inspectors.

### **EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, and responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
- Plans, prioritizes, assigns, supervises, and reviews the work of assigned staff; trains and instructs employees in work methods, use of tools and equipment, and relevant safety precautions.
- Researches, develops, and implements training programs, field safety programs, policies, and procedures to ensure accurate and uniform application of building, plumbing, mechanical, electrical, fire and related codes.
- Provides supervision and participates in all work activities of the Building Division including building permit processing and record keeping, day-to-day coordination of field inspection schedules, inspections of buildings and structures in all stages of construction, review of construction plans and specifications for compliance with building codes, and code enforcement.
- Performs field inspections of new and existing commercial, industrial, and residential properties for conformance to codes, regulations, plans, specifications, and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, fire, life safety, and other functional elements.

- Reviews a wide variety of residential, commercial, and industrial construction plans and documents to ensure compliance with applicable laws, codes, and ordinances.
- Explains procedures and requirements for applications for building permits; reviews building permit applications and plans for completeness and general compliance with state and local codes.
- Assists in developing and presenting informational programs to homeowners, builders, and businesses concerning Building Division activities.
- Confers with the general public, developers, engineers, architects, contractors, and property owners to explain building code requirements interpretations and restrictions, city ordinances, and other related requirements; researches and analyzes alternative procedures and recommendations as appropriate; attempts to resolve difficult inspection, plan review, permit issuance and enforcement complaints and problems before they escalate.
- Confers with legal, fire, and public services personnel regarding building, fire, life, safety, zoning and other code interpretations and applications.
- May perform non-structural plan checking for completeness, accuracy and code compliance for new construction, alterations, or remodeling for existing structures; ensures compliance with pertinent codes and accepted engineering practices.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Reviews damaged buildings for safe occupancy after fires or other occurrences.
- Consults with the Building Official and City legal staff regarding legal aspects of code compliance and building matters.
- Completes and maintains a variety of correspondence, reports, correction notices, procedures, and other written materials; carries negligent cases through prosecution channels in situations of non-compliance.
- Maintains current knowledge of new construction methods, materials, techniques, codes, and regulations.
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles, practices and methods of structural and building plan review
- Practices for documenting plan checking procedures, correcting discrepancies and carrying through on court procedures
- Construction methods, materials, tools and equipment used for residential, commercial and industrial construction
- Methods, materials, tools and safety practices of the building, plumbing, and electrical trades
- Applicable State and Federal building, plumbing, electrical, mechanical, fire, life safety, energy and related codes

- Legal processes and considerations involved in prosecuting violations of the building codes and ordinances
- Principles and practices of supervision, including work planning and assignment, review and evaluation, discipline, and the training of staff in work procedures
- Modern office practices, methods, and computer equipment/applications related to work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and property owners, contractors, developers, business owners and the public
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone
- Practices for documenting inspections, correcting violations and carrying through on court procedures
- Occupational hazards and standard safety practices necessary in the area of building inspection
- Mathematical principles including algebra, geometry, and trigonometry
- Principles and practices of records management

**Ability to:**

- Plan, schedule, assign, and oversee activities of an efficient building inspection and plans review program
- Inspect new and existing commercial, industrial and residential properties for conformance to codes, regulations, plans, specifications and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, fire, life safety and other functional elements
- Interpret, apply and explain laws, regulations, ordinances, codes and departmental policies governing the construction and maintenance of buildings
- Read, understand, and interpret construction plans, specifications, codes, and maps for conformance with City standards and policies
- Examine and correct building plans, calculations and specifications in a rapid, uniform and accurate manner
- Analyze, evaluate, and solve or recommend effective solutions to building and code problems and issues
- Provide clarification and guidance regarding the application of codes, regulations, and ordinances
- Evaluate legal violations and take appropriate action
- Inspect the work of others and maintain established quality control standards
- Train others in proper and safe work procedures
- Inspect new and existing commercial, industrial and residential properties for conformance to codes, regulations, plans, specifications and standards related to foundations, framing,

electrical, mechanical, plumbing, housing, access, fire, life safety and other functional elements

- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied
- Inspect assigned areas for a wide variety of maintenance, repair, and risk management issues
- Respond to complaints or inquiries from citizens, staff, and outside organizations
- Perform the entire range of combined building inspection and plans review activities with a minimum of supervision
- Prepare clear and concise reports, correspondence and other written materials
- Establish and maintain a variety of files and records
- Organize work, set priorities and meet critical time deadlines
- Operate modern office equipment, including computer equipment, perform electronic plan checks, and utilize software programs
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative and independent judgment within established procedural guidelines
- Establish and maintain effective working relationships with those contacted in the course of work
- Prepare clear, effective and accurate reports, correspondence, specifications and other written materials
- Make accurate mathematic computations
- Represent the department and the City effectively in meetings with other departments, public and private organizations and individuals
- Make sound, independent decisions within established policy and procedural guidelines
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

### **Minimum Qualifications**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by a minimum of fifteen (15) units of technical or college-level courses in construction technology, building plans review, building inspection or a related field and three (3) years of experience in building plans review and/or the enforcement of building codes with a public agency at a level equivalent to the City of Rocklin's class of Building Inspector II. This work must have included significant public contact and the exercise of investigative or inspection skills. Project leadership or supervisory experience is desirable.

### **GENERAL QUALIFICATIONS**

#### **License Requirements:**

- A valid California Class C license or higher is required at the time of appointment. Individuals

who do not meet this requirement will be reviewed on a case-by-case basis.

- A certificate as a Combination Inspector from the International Code Council is required at the time of appointment.
- Certification from the California Access Specialists program (CASp) must be obtained within twelve months of appointment.
- A certificate as a Building Plans Examiner from the International Code Council is highly desirable.
- A certificate as a Fire Plans Examiner from the International Code Council is highly desirable.

**Physical Requirements:**

Incumbents must possess mobility to work in a standard office and use standard office equipment, including a computer; inspect City development sites, operate a motor vehicle and visit various City and meeting sites; mobility to traverse uneven terrain, climb ladders, stairs, and other temporary or construction access points; stand, stoop, bend, walk, climb and kneel to perform fieldwork; vision to read handwritten and printed materials and a computer screen; color vision to identify materials, structures, wires and pipes; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, calculator, and to operate standard office equipment; occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information, and occasionally lift and carry reports and records that typically weigh up to forty (40) pounds.

**Working Conditions:**

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Incumbents may be required to work weekends, holidays, and evenings

*Adopted: September, 2016*

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FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.