

CITY OF LINCOLN

SUPERVISING BUILDING INSPECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities 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 direction, supervises, evaluates, plans, organizes and performs building inspection program duties, including plan checking; interfaces with and coordinates assigned functions with other City services and departments; ensures safe work practices, work quality and accuracy; serves as a technical resource for assigned staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Supervising Building Inspector** is the lead level class in the building inspector series in which incumbents provide work direction for assigned staff, oversee daily operations and/or perform the more complex and technical duties, including inspecting and observing building developments to ensure compliance with City standards, codes and specifications. Incumbents also perform plan checking, issue abatements for dangerous structures and coordinate building inspection services. Work is done in the office and field. This class is distinguished from the next higher classification of Chief Building Inspector in that the latter is responsible for overall management of the division.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Community Development or his/her designee. Exercises direct and indirect supervision over assigned staff.

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

- Plans, organizes and performs building inspection program duties, including plan checking; interfaces with and coordinates assigned functions with other City services and departments.
- Reviews plans and specifications for commercial, industrial and residential construction; ensures compliance with applicable laws, ordinances and codes (including, but not limited to, building, plumbing, mechanical, electrical, fire and energy codes) and municipal codes to ensure the health, safety and welfare of the public; keeps informed of changes and new legislation pertaining to building codes and related regulations; issues standard construction and occupancy permits and approves final inspection certifications.
- Supervises, assigns, oversees and performs construction inspection of new construction, repair or alteration work of major projects.
- Supervises and conducts field sampling and testing of construction materials; approves materials for use on construction projects; makes field determinations of scope and method of work to be performed; authorizes field changes to plans when required.

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- Selects, motivates, trains and evaluates assigned personnel, coordinates project work with contractors, members of the public and other City departments; identifies alternative construction methods and materials; assures job site safety requirements are met, enforces regulations for construction or repairs.
- Oversees and prepares technical reports, letters and contract change orders, maintains written records of work performed; performs plan checking; checks contractors progress on jobs; researches new methods and products used in building inspections.
- Responds to questions and concerns from the public, property owners, architects, engineers and contractors regarding interpretation of and meeting requirements of code requirements; provides information as is appropriate and resolves complaints; establishes and maintains a customer service orientation with the division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, operate in heavy vehicle traffic conditions, and often work with constant interruptions.

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

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Supervising Building Inspector**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience as a building inspector and a high school diploma with college course work in a related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a Building Inspector, Combination Inspector or Plans Examiner Certificate issued by the International Conference of Building Officials (ICBO) within one year of hire or possession of a Building Official Certificate issued by the Council of American Building Officials (CABO) within one year of hire.

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

Knowledge of:

Principles, practices, methods and materials used in building construction; building and construction standards and materials; construction methods and procedures, including equipment, underground construction, shoring, and forming; construction materials such as concrete, asphalt and piping; construction material testing procedures; basic principles and practices of program and budget development; methods and techniques of supervision, training and motivation; basic mathematic principles; applicable federal, state and local laws, codes and regulations, including construction code manuals and specifications; methods and techniques of scheduling work assignments; standard office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; and occupational hazards and standard safety procedures.

Ability to:

Plan and organize daily work schedules and prioritize inspections; read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; read and interpret maps, sketches, drawings, specifications and technical manuals; operate hand and power tools competently and safely; plan, organize, train, evaluate and direct work of assigned staff; make and/or recommend adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; develop and coordinate work programs; participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels; respond to issues and concerns from the community; interpret, explain and apply applicable laws, codes and regulations; keep accurate records; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; and safely and effectively operate a variety of tools and equipment used in building inspection.