

City of Signal Hill

Senior Building Inspector

Bargaining Unit: SHEA

Date: October 7, 2008

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CENTRAL PURPOSE OF THE JOB

Under general supervision, inspect routine and complex structures and building systems at various stages of construction, alteration and repair for compliance with California Building Codes; inspect oil field facilities; review of building plans and specifications; and investigate and secure compliance with oil code, building, and zoning standards.

DISTINGUISHING CHARACTERISTICS

The Senior Building Inspector is the journey class in the Building Inspector series. Incumbents perform the more complex inspections and in-house plan checking, technical fieldwork, and investigation in the enforcement of a broad range of buildings, municipal, and related codes and reference standards. The Senior Building Inspector also functions as the Oil Services Coordinator and conducts regular inspections of oil field facilities and identifies conditions which are not in compliance with the City Oil and Gas Code, including beautification standards. The work requires independence and discretion in both field inspections and plan examinations. This classification differs from the next higher classification of Principal Building Inspector in that the latter is responsible for the performance of even more complex duties and supervision.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following characteristic duties, responsibilities, knowledge, skills and other characteristics. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

BUILDING

- Conducts field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State and Federal agencies as well as Building Dept. Conditions of Approval for entitlements.
- Performs complex inspection duties in several trade specialties such as plumbing, electrical and mechanical, structural and finish trade areas.
- Ascertains conformance to California Building Code, Plumbing and Electrical Codes, and pertinent provisions of State and County health and environmental ordinances.

- Inspects foundation, concrete, steel, wood framing, plastering, plumbing, heating and electrical installations, and a large variety of other complex and routine building system elements.
- As directed, may inspect existing dwellings for conformance with California Building Codes.
- Participates in the City's Code Enforcement Program for violations related to the California Building Code and the City Oil and Gas Code and to supplement the City Code Enforcement Officer as needed.
- Examines grade, quality, and treatment of lumber, concrete, lath, wire and composition; check stud, joist, rafter spacing and other structural member factors.
- Conducts field review of plans and specifications; ensure proper installation of complex building systems.
- Assists in the conduct of zoning, general land use, and code enforcement inspection work as assigned.
- Confers with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- Reviews permits for code compliance before issuance and works closely with Building Permit Technician.
- Assists in providing customer service at the public counter, telephone, email, etc.
- Provides technical assistance to other Department staff.
- Keeps daily inspection records and prepares reports as needed.

OIL FIELD SERVICES

- Functions as the city's Oil Services Coordinator
- Maintains oversight of the oil field and compliance with the relevant sections of Chapter 16, of the City Oil and Gas Code.
- Performs regular/annual oil field facilities inspections, identifies conditions which are not compliant with the City Oil and Gas Code, including beautification standards and issues corrections.
- Coordinates oil field related activities with other City departments, and oil operators.
- May be required to perform emergency inspection outside of normal work hours.

Minimum Training and Experience

Any combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical way of obtaining the required qualifications is to possess:

Experience: Three (3) years experience as a building inspector with increasingly responsible building professional permit or planning experience.

Education: High school diploma or GED equivalent.

Licenses and Certification: Possession of the following International Code Council (ICC) certifications : B1 Residential Building Inspector, and B2 Commercial Building Inspector.

Valid Class C California driver license, acceptable driving record, and evidence of insurance are also required.

Desirable Qualifications: Associate's or Bachelor's Degree in a related field.

Knowledge and Abilities Required to Perform Essential Job Functions

Knowledge of:

- Accepted safety standards and methods of building construction. Building, electrical and plumbing codes and ordinances enforceable by the City, specifically the California Building Code.
- Principles and techniques of building inspection work.
- Principles, practices and procedures in the construction trades, including carpentry, plumbing, electrical and heating/air-condition trades.
- Energy regulations and access regulations.
- City Oil and Gas Code – SHMC Chapter 16
- Operational characteristics of oil field tools and equipment, including heavy construction equipment.
- Plan check experience and ICBO certifications.

Mathematical Ability:

- Ability to add, subtract, multiply and divide.
- Ability to calculate decimals, ratios, percentages, fractions, volumes and spatial relationships.

Judgment and Situational Reasoning Ability:

- Ability to utilize functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise independent judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to research and evaluate products and materials for suitability of applications.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards; ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data; ability to classify, compute and tabulate data.

Language Ability and Interpersonal Communication:

- Ability to train/lead/collaborate with others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

- Ability to utilize a variety of advisory data and information, such as technical operating manuals, procedures, guidelines, plans, specifications, codes and other laws.
- Ability to communicate effectively with coworkers, architects, engineers, builders, contractors, property owners, and the general public, both verbally and in writing.

Physical Requirements:

- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements, such as cutting, pressing or grinding.
- Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to maneuver and steer equipment and machinery requiring simple, but continuous adjustments, such as the operation of an automobile.
- Ability to lift, push and pull 25 pounds.

Environmental Adaptability:

Ability to transition from office work to outdoor work. While performing the duties of this job, employees occasionally work in outside weather conditions with exposure to wet and/or humid conditions. Employees work near moving construction equipment, and in high precarious places. Noise levels in the office environment are typically low and may be moderate to loud when in the field. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL INFORMATION:

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 final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.