

CITY OF WASCO POSITION DESCRIPTION

| PERTINENT POSITION DESCRIPTION DATA | | | |
|-------------------------------------|----------------------------------|------------------------------|--------------------------------|
| Position Title: | Chief Building Inspector | Department : | Building Inspections |
| Reports to: | Administrative Services Director | FLSA Classification : | Exempt |
| Career Ladder: | Administrative Services Director | Pay Grade: | Approval Date: 08/16/05 |

POSITION SUMMARY:

The fundamental reason this classification exists is to plan, schedule, coordinate and participate in the activities and projects of the Building Department. Provides for the building inspection, building and health and safety code enforcement, plan checking and permit issuance. Oversee and perform technical on-site construction, engineering and other inspection work. Check plans, interpret and enforce structural, mechanical, electrical, plumbing, occupancy, zoning and related codes, which regulate new building construction, remodeling, repair and use. Review building and specifications. Perform a variety of related technical duties.

CLASS CHARACTERISTICS:

This classification is distinguished from all other classifications by the responsibilities for the planning, execution and day-to-day supervision of the Building Department. These programs consist of permit issuance, inspection of building projects, investigation of code and zoning violations, construction/remodeling advice, and the facilitation of City goals and objectives. This classification is responsible to the Administrative Services Director for the successful conduct of the department’s programs.

ESSENTIAL RESPONSIBILITIES:

Plan, organize, direct and supervise the activities of the Building Department. Oversee and evaluate the efficiency and effectiveness of the department’s programs in light of department goals.

Assist the development of City goals, objectives and priorities. Based on City goals, objectives, and priorities, develop those of the department. Participate in the development of the department budget. Administer department budget within allocations, monitoring expenditures and revenues.

Participate in the selection of department employees. Assign, direct and evaluate, recommend rewards and discipline supervised employees. Determine work procedures to improved efficiency and effectiveness of operations.

Provide technical staff assistance to Administrative Services Director. Draft correspondence in response to public inquiries. Monitor department program activities for compliance with regulations and City priorities. Prepare staff analysis and reports on various projects and programs. Present analysis in both oral and written form.

Resolve the Department's most difficult, complex and sensitive customer service issues as necessary or directed, and maintains related records. Keep the supervisor informed of problems, issues, and concerns. Recommend changes in programs and policies to the Administrative Services Director

Schedule, participate in and oversee the conduct of periodic inspections of single or multi-family construction or remodeling work under permit, enforcing building, zoning, mechanical, plumbing, electrical and related codes and regulations. Administers the City's permitting function, including application, fee assessments and permit issuance

Review detailed reports on building conditions and violations and issue notices and citations as required. Prepare periodic activities reports and correspondence. Advise property owners, contractors, and City supervisors on matters relevant to plans, construction repair methods and materials and building codes. Authorizes the use of alternate materials and methods not covered in codes

Investigate and resolve complaints and problems. Intervene in disputes, making final and authorizes decisions concerning interpretation and application of code sections and ordinances. Perform plan checks for both residential and commercial and construction and remodeling and review plans and specifications for construction involving installation, repair, replacement and alterations

Conduct plan check to ensure that plans, structural calculations and specifications comply with building and related codes and regulations. Issue construction, setback and occupancy permits, and final inspection certificates

Participate in or oversee the inspection of sites and building before construction or alteration to determine practicability of plans, compliance and regulations, and validity of permits. Participate in or oversee the conduct of field inspections of all building sites in process of construction, alteration or repair for compliance with building and related codes and regulations, for safe application of construction and installation practices. Participate in or oversee final inspections to clear permits and the conduct of inspections of business licensing

Review and investigate complaints concerning residential and commercial construction or work involving permits. Participate in or oversee the investigation of substandard dwellings, as well as the investigation of zoning ordinance violations

Assist in the preparation of cases for legal action arising out of inspections and investigations

Review current trends and developments in the construction field and prepare proposed revisions to codes, ordinances and local regulations

Establish and maintain a close working relationship with those departments and agencies with cognizance over various codes and regulations being enforced e.g. County Health Department, Fire District, and Planning

Oversee the maintenance of records and files of permits and inspections made

Performs all other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Principles and practices of administration, planning and supervision. Principles and practices involved in construction, code enforcement and building inspection. General building concrete, plumbing, mechanical and electrical installation practices and methods. Applicable building and energy codes and zoning ordinances and their application to the various construction trades. Basic accounting procedures. Safety and fire prevention methods in construction. Principles, practices and techniques of construction inspection. Correct use of oral and written English, and proper spelling, punctuation and composition. Use of personal computer.

Skilled in -. Planning, organizing, prioritizing, assigning, reviewing and directing work of others. Reading, interpreting and enforcing complex codes and regulations. Reading and interpreting blueprints, plans and specifications. Organizing and maintaining accurate records and files. Establishing and maintaining effective working relationships with those contacted in the course of work. Communicating tactfully and effectively with the public and employees.

Ability to – Communicate clearly and concisely in oral and written English. Prepare clear and concise reports, correspondence, and other written materials. Read, understand and apply established City policies, procedures, practices, and regulations. Follow oral and written instructions. Maintain confidentiality. Establish and maintain accurate records. Make rapid and sound independent judgments within established parameters and guidelines. Operate a personal computer and related programs, including spreadsheet and word processing programs.

Licenses and Certificates –. Possess an appropriate California Driver License with a driving record acceptable to the City. Possess an International Conference of Building Officials (ICC) or other recognized certification as a Building Inspector, Combination Inspector or Plans Examiner or Building Official Certificate, or obtain such certificate within one year of acquiring this classification.

Physical Abilities and Work Environment – The employee must be able to sit or stand for lengthy periods of time in both indoors and a variety of outdoor physical and weather environments. Walk over uneven ground, climb stairs and ladders, traverse narrow walkways, work at heights, stoop, bend, kneel and work in confined places. Drive an automobile. Must possess the manual dexterity to use keyboard equipment and be able to lift up to fifty pounds.

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable. Be bondable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Four years experience in general construction at the journey-level; two (2) years of construction inspection, including plan checking and code enforcement. At least one year of supervisory experience.

Education - Possess an Associates Degree or two full academic years of attendance at an accredited college or university with major work in engineering, architecture, construction technology or another

technical field related to the department's programs. Possession of a Bachelors Degree from an accredited college or university in the specified fields may be substituted for one year of experience. There may be no substitution for supervisory experience.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date