

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: SENIOR INSPECTOR (750)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Community Development	Inspection Manager	Non-Exempt

CLASS SUMMARY

Under general supervision, incumbents perform work in a supervisory capacity and are responsible for performing the most complex building, electrical, plumbing, and mechanical inspections and supervising and coordinating the work of less experienced inspectors and support staff. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED; AND
- Five (5) years of increasingly responsible experience in building inspection.

ACCEPTABLE SUBSTITUTION

Experience as a licensed General, Electrical, Mechanical, or Plumbing contractor may be substituted for the required inspection experience on a year for year basis, up to two (2) years.

LICENSES/CERTIFICATIONS

The following are required at time of appointment and for the duration of employment:

- A valid California Class C driver's license; and
- Certification as a Building Inspector, Electrical Inspector, Plumbing Inspector, Mechanical Inspector, or Combination Inspector by the International Code Council (ICC) or International Association of Plumbing and Mechanical Officials (IAPMO), or equivalent.

DESIRABLE QUALIFICATIONS

- Depending on position assignment, the required experience and certification may be required in a particular specialty such as building inspection, electrical inspection, or plumbing and mechanical inspection;
- Certified Access Specialist (CAsp) certification is desirable;
- Minimum one (1) year of supervisory experience that includes supervising building inspectors;
- Experience with a city and/or county agency is highly desirable.

DISTINGUISHING CHARACTERISTICS

Depending on the area of expertise, each Senior Inspector may be assigned to one or more of the following Programs or specialties: Building, Electrical, Permit Center, and Plumbing & Mechanical. An incumbent in this classification is expected to perform as an expert and exercises considerable independent judgment in the performance of duties. This classification is distinguished from the Inspection Manager in that the latter is a management classification responsible for planning, directing, and coordinating field inspections and technology projects of the Building Inspection Division in the Planning and Inspection Department. This classification differs from Combination Inspector in that the latter is a journey level classification that performs building inspection.

SENIOR INSPECTOR (CONTINUED)

TYPICAL DUTIES

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

- Supervises, schedules, prioritizes, and coordinates the work of inspectors and support staff; provides assistance to subordinates
- Performs the most complex inspections to ensure compliance with relevant laws, codes, and ordinances
- Reviews plans for construction, alterations, replacements, or repair of buildings to ensure compliance with applicable plans, specs, permits, codes and safety standards
- Reviews and evaluates alternate materials and methods of construction applications and third party evaluations
- Interprets applicable laws, codes, and ordinances; assists management with final interpretation of laws, codes, and ordinances; enforces corrections in accordance with legal provisions
- Responds to questions and concerns from builders, property owners, coworkers, and the general public
- Assists management with the planning and evaluation of the assigned program
- Maintains records and correspondence pertaining to inspection work; prepares and writes technical reports
- Supervises, trains, and evaluates assigned personnel
- Participates in the process of hiring, promotion, discipline, grievance, and related actions
- Performs other related duties, as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Pertinent Federal, State, and local laws, codes, and ordinances pertaining to building inspection
- Proper inspection methods, procedures, and materials pertaining to building inspection
- Principles and practices of safety pertaining to building inspection
- Principles and practices of effective supervision
- Personal computers and standard business software applications

Ability to:

- Interpret and explain pertinent Federal, State, and local laws, codes, and ordinances pertaining to building inspection
- Interpret, and explain blueprints, plans, drawings, and specifications
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Train, motivate, counsel, and evaluate subordinates
- Establish and maintain effective working relationships with building contractors, construction workers, City employees, the general public, and others contacted in the course of work
- Tactfully gain the cooperation and compliance of individuals and organizations
- Work in a team-based environment and achieve common goals
- Prepare and maintain accurate and precise written documents such as technical reports,

SENIOR INSPECTOR (CONTINUED)

- records, forms, and correspondence
- Communicate clearly and effectively, both orally and in writing
- Perform arithmetic computations with accuracy
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties
- Identify color and materials normally used in construction

SUPERVISION RECEIVED

Receives direction from the Inspection Manager, or other supervisor as assigned.

SUPERVISION EXERCISED

Provides supervision to inspectors, paraprofessional and support staff, and/or other employees, as assigned.

SPECIAL CONDITIONS

- May be required to occasionally work evenings and weekends
- Must be able to perform the essential functions of the job assignment

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.

CLASSIFICATION HISTORY

Rev. 07/2015; Rev. 03/2020

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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED; ~~and~~ AND
- Five (5) years of increasingly responsible experience in building inspection, ~~with a city and/or county agency~~

ACCEPTABLE SUBSTITUTION

Experience as a licensed General, Electrical, Mechanical, or Plumbing contractor may be substituted for the required inspection experience on a year for year basis, up to two (2) years.

LICENSES/CERTIFICATIONS

The following are required at time of appointment and for the duration of employment:

- A valid California Class C driver's license; and
- Certification as a Building Inspector, Electrical Inspector, Plumbing Inspector, Mechanical Inspector, or Combination Inspector by the International Code Council (ICC) or International Association of Plumbing and Mechanical Officials (IAPMO), or equivalent.

DESIRABLE QUALIFICATIONS

- Depending on position assignment, the required experience and certification may be required in a particular specialty such as building inspection, electrical inspection, or plumbing and mechanical inspection;
- Certified Access Specialist (CAsp) certification is desirable;
- Minimum one (1) year of supervisory experience that includes supervising building inspectors;
- Experience with a city and/or county agency is highly desirable.

DISTINGUISHING CHARACTERISTICS

~~The Senior Inspector is a supervisory classification responsible for performing the more complex building, electrical, plumbing, and mechanical inspections and supervising and coordinating the work of less experienced inspectors and support staff.~~ Depending on the area of expertise, each Senior Inspector may be assigned to one or more of the following Programs or specialties: Building, Electrical, Permit Center, and Plumbing & Mechanical. An incumbent in this classification is expected to perform as an expert and exercises considerable independent judgment in the performance of duties. This classification is distinguished from the Inspection Manager in that the latter is a management classification responsible for planning, directing, and

SENIOR INSPECTOR (CONTINUED)

coordinating field inspections and technology projects of the Building Inspection Division in the Planning and Inspection Department. This classification differs from Combination Inspector in that the latter is a journey level classification that performs building inspection.

TYPICAL DUTIES

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

~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~

- Supervises, schedules, prioritizes, and coordinates the work of inspectors and support staff; provides assistance to subordinates
- Performs the most complex inspections to ensure compliance with relevant laws, codes, and ordinances
- Reviews plans for construction, alterations, replacements, or repair of buildings to ensure compliance with applicable plans, specs, permits, codes and safety standards
- Reviews and evaluates alternate materials and methods of construction applications and third party evaluations
- Interprets applicable laws, codes, and ordinances; assists management with final interpretation of laws, codes, and ordinances; enforces corrections in accordance with legal provisions
- Responds to questions and concerns from builders, property owners, coworkers, and the general public
- Assists management with the planning and evaluation of the assigned program
- Maintains records and correspondence pertaining to inspection work; prepares and writes technical reports
- Supervises, trains, and evaluates assigned personnel
- Participates in the process of hiring, promotion, discipline, grievance, and related actions
- Performs other related duties, as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Pertinent Federal, State, and local laws, codes, and ordinances pertaining to building inspection
- Proper inspection methods, procedures, and materials pertaining to building inspection
- Principles and practices of safety pertaining to building inspection
- Principles and practices of effective supervision
- Personal computers and standard business software applications

Ability to:

- Interpret and explain pertinent Federal, State, and local laws, codes, and ordinances pertaining to building inspection
- Interpret, and explain blueprints, plans, drawings, and specifications
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Train, motivate, counsel, and evaluate subordinates

SENIOR INSPECTOR (CONTINUED)

- Establish and maintain effective working relationships with building contractors, construction workers, City employees, the general public, and others contacted in the course of work
- Tactfully gain the cooperation and compliance of individuals and organizations
- Work in a team-based environment and achieve common goals
- Prepare and maintain accurate and precise written documents such as technical reports, records, forms, and correspondence
- Communicate clearly and effectively, both orally and in writing
- Perform arithmetic computations with accuracy
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties
- Identify color and materials normally used in construction

SUPERVISION RECEIVED

Receives direction from the Inspection Manager, or other supervisor as assigned.

SUPERVISION EXERCISED

Provides supervision to inspectors, paraprofessional and support staff, and/or other employees, as assigned.

SPECIAL CONDITIONS

- ~~Required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager's Directive 100~~
- May be required to occasionally work evenings and weekends
- Must be able to perform the essential functions of the job assignment

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.

CLASSIFICATION HISTORY

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