CITY OF SANTA CRUZ
SENIOR BUILDING INSPECTOR

Reports to: **Deputy Chief or Chief Building Official**
Supervises: **Provides lead direction to Building Inspectors, and other division personnel as assigned**
Bargaining Unit: **Service**

BASIC FUNCTION

Under direction, this position performs a variety of the more complex inspection services and assists in planning and directing division inspection activities; coordinates building inspection services activities with other city departments; performs complex field inspections for compliance with applicable construction codes; may perform complex plan reviews for compliance with applicable construction codes; and performs other related functions as assigned.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the building inspector position by the greater complexity and scope of duties assigned; performing the more complex inspection service assignments both in the office and the field. This position assists in managing the division inspection services and may act in the building official's stead.

TYPICAL DUTIES *(May include, but are not limited to, those duties listed below.)*

- Inspects all types of buildings and structures, including complex construction and development projects, using the applicable building standards codes and other related construction codes adopted by the City of Santa Cruz.
- Provides technical information to the public on code and inspection requirements and on difficult or unusual code requirements for major structures; answers inquires from the public relating to regulations for building and housing construction, remodeling and repair, including structural, non-structural, plumbing, mechanical, electrical and other code related questions.
- Assists architects, engineers, contractors and property owners in interpreting and meeting code requirements at the building counter, issues building permits.
- Coordinates with builders and inspects for compliance with the City of Santa Cruz Green Building Program.
- Assists with projects that do not conform to requirements, participating in the solution process of changes and modifications to bring the project into code compliance.
- Communicates with property owners, contractors and others to schedule inspections, explain requirements, cause compliance with plans and codes, and give final sign-off approval.
- Provides technical support to city departments for construction, energy, green building, and other projects.
- May assist the chief building official in developing and revising division operations as assigned. May schedule and monitor field inspection activities, advising inspectors on work assignments or and challenges.
- Leads, trains, and advises inspectors and other technical staff. Provides assistance to maintain consistent application of code provisions.

- Updates and maintains technical manuals and publications.
- Assists code enforcement staff with housing, building and related codes including investigating code violation complaints, searching records to determine prior approvals, and writing up results and findings of investigations.
- Monitors and coordinates inspection services from permit application to final inspection.
- Maintains records, prepares a variety of reports and provides fee estimates for building projects.
- Inputs, accesses and analyses data in the computer. Proactive in the use and development of the city permit tracking system.
- May check plans of all types, including complex construction and development projects.
- May assume chief building official's responsibilities in the chief building official's absence.
- Performs other related duties as assigned.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping and reaching in the performance of daily activities. The position may also work on slippery uneven surfaces. The position requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires acute near and far vision in reading written reports and work related documents and in the performance of daily duties. Acute hearing is required when providing phone and personal service. The incumbent may perform work outdoors in all weather conditions, including wet, hot and cold. The need to lift items weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Current building inspection methods and practices.
- Federal, state and municipal codes and regulations governing housing and building construction, rehabilitation, alteration and use and occupancy.
- Effective use of the building standards codes.
- Principles, materials and methods used in building design and construction.
- Effective combination of building inspection requirements and procedures.
- Blueprint reading and terminology used in building plans and specifications.
- Safe work practices and procedures
- Legal procedures involved in the administration of codes and ordinances.
- Data processing applications.
- Correct English language usage, spelling, grammar and punctuation.

Abilities:

- Review buildings, structures and systems for compliance with applicable building standards codes and ordinances, including the city green building program, being thorough and accurate.
- Provide effective leadership to assigned staff.
- Use good judgment and make sound decisions.
- Write clear and comprehensive reports and correspondence on administrative and technical issues.
- Proficiently navigate the codes, locating requirements and conducting associated research.

- Read and interpret construction plans, notes, specifications and legal property descriptions and coordinate inspection requirements and process with applicants.
- Interpret, apply and explain complex construction-related codes, regulations and policies.
- Establish and maintain accurate records; proficiency with the city permit tracking system.
- Communicate in a courteous and effective manner; establish and maintain effective working relationships with employees and the general public including property owners, contractors, architects and engineers.
- Assist in training and evaluating assigned staff.
- Demonstrate an enthusiastic, resourceful, and effective customer service attitude.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses and certification is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High School graduation or equivalent; and
- Two (2) years of college with a building inspection/construction related field emphasis, and
    - Two (2) years' experience as a journey level building inspector,

-OR-

- Four (4) years experience in the construction, design and/or inspection trades, and
    - Two (2) years of experience as a journey level building inspector.

LICENSES/CERTIFICATES

- Possession and continued maintenance of a valid California Class C driver's license and a safe driving record.
- Possession and continued maintenance of the following certifications*;
    - International Code Conference (ICC) Building Inspector, and at least two (2), unrelated by trade, ICC commercial certifications from the following;
        - Electrical Inspector
        - Mechanical Inspector
        - Plumbing Inspector
        - Electrical Plans Examiner
        - Mechanical Plans Examiner
        - Plumbing Plans Examiner
        - or State CASp Certification; Certified Access Specialist

*Other equivalent certification combinations may be considered acceptable upon approval by the Building Official.

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Career Ladder

- Chief Building Official
- Deputy Building Official
- *Senior Building Inspector*
- Building Inspector