

CITY OF GLENDALE

TITLE:	Building Inspector Specialist	CLASS CODE:	573
REPORTS TO:	Building Inspection Manager	GRADE:	27
DEPARTMENT:	Building Safety	FLSA:	N
JOB SPECIFICATION DATE: November 13, 2006 cm			

JOB SUMMARY

Performs building inspections and plan reviews within area of specialization to ensure compliance with the City's building, electrical, mechanical/plumbing codes, other City ordinances, and State and Federal laws for the Building Safety Department.

ESSENTIAL FUNCTIONS

1. Performs specialized inspections in the electrical, structural, plumbing/mechanical area.
2. Performs specialized and complex inspections on large industrial, commercial, and residential buildings, during stages of construction, installation and remodeling to ensure compliance with codes, laws, regulations, and accepted practices in area of specialization.
3. Interprets code requirements and restrictions for architects, contractors, builders and the public.
4. Reviews and analyzes plans to ensure compliance with building codes and ordinances, City, State and federal agencies.
5. Makes independent field decisions regarding materials or installations based on code requirements, intent of code requirements, or approved construction methods.
6. Researches and evaluates new materials and methods of installation in area of specialization, and prepares written and oral recommendations and decisions.
7. Reviews city codes and department policies and makes recommendations for change based on technical engineering changes in area of specialization.
8. Serves as city representative on committees regarding building codes.
9. Provides technical training for general building inspectors in area of specialization.
10. Negotiates alternative solutions at job sites to gain code compliance.
11. Determines extent of damage and necessary corrections required to improve damaged or dilapidated buildings.
12. Issues notices and citations; investigates complaints or problem situations.
13. Prepares reports and maintains files of inspection and issued permits.
14. Provides quality customer service.

SECONDARY FUNCTIONS

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Legal requirements related to Code Enforcement
- City codes and ordinances in area of specialization, e.g. structural, electrical, plumbing or mechanical inspections applicable to commercial/industrial construction
- Materials and methods of construction or installation used in area of specialization
- City codes, ordinances, materials, and methods of construction and installation in other areas of specialization
- Building safety and inspection methods and the phases of construction where defects may be detected and corrective measures taken
- Research methods and sources of information related to construction components in area of specialization
- Legal aspects of building codes
- Plan review process and procedures

Ability to:

- Exercise independent judgment and make on-site, complex, specialized technical decisions
- Establish and maintain effective working relationships with city staff, contractors, homeowners, architects, engineers, and developers
- Interpret and explain technical building codes, ordinances, plans, diagrams, and specifications
- Prepare and maintain complete and accurate records and reports
- Communicate effectively verbally and in writing
- Negotiate effectively and obtain regulatory compliance

WORKING CONDITIONS

Work requires climbing, bending, and stooping and includes the exposure to energized electrical services, hazardous materials, heights and open trenches while performing inspections.

MINIMUM QUALIFICATIONS

Two years of college or vocational coursework in building construction, drafting, engineering or a related field and four years experience in Commercial Building Construction or two years experience performing journey level inspections in area of specialization.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

- Valid Arizona driver's license
- ICC Certification in the area of specialization (electrical, structural, plumbing/mechanical)