

CITY OF GLENDALE

TITLE:	Senior Building Inspector	CLASS CODE:	575
REPORTS TO:	Building Inspection Manager	GRADE:	30
DEPARTMENT:	Building Safety	FLSA:	E
JOB SPECIFICATION DATE: November 13, 2006			

JOB SUMMARY

Performs administrative and building inspection work 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. Provides supervision to Building Inspectors.

ESSENTIAL FUNCTIONS

1. Provides supervision to Building Inspectors by assigning inspection activities, monitoring workloads, reviewing work and resolving problems or inspection issues.
2. Negotiates and develops mutually acceptable solutions to code conformance problems and authorizes alternate construction materials and methods.
3. Makes inspection decisions and code interpretations.
4. Reviews and analyzes construction materials, practices, and methods of industrial, commercial and residential buildings during construction and remodeling to ensure compliance with codes and ordinances of City, State and Federal agencies.
5. Provides specialized code assistance to Building Inspectors, developers, engineers, architects and the public.
6. Performs specialized inspections on complex projects.
7. Analyzes construction components and systems to ensure compliance with approval plans, codes, and engineering standards.
8. Meets with City departments, contractors and others to discuss and resolve noncompliance problems, disputes, and complaints.
9. Works with building owners to assure compliance with the Abatement of Dangerous Buildings Program.
10. Researches and provides recommendations to Director regarding requests for variances from the building codes and provides information on new materials and methods.
11. Renews expired permits; issues notices and citations.
12. Maintains final inspection records and prepares reports as requested.
13. Plans or conducts training of Building Inspectors and evaluates skills development.

SECONDARY FUNCTIONS

14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Building, mechanical, plumbing and electrical codes, ordinances, and engineering standards
- City ordinances and state and federal laws
- Building, mechanical, plumbing, and electrical materials, and methods of installation
- Building safety and inspection methods

Ability to:

- Provide supervision to other employees
- Negotiate effectively and obtain regulatory compliance
- Analyze and provide solutions to complex problems
- Perform complex plan review and building inspections
- Establish and maintain effective working relationships with city staff, contractors, superintendents, homeowners and the public
- Communicate effectively, verbally and in writing

WORKING CONDITIONS

Standard office setting with frequent field inspections that require climbing, bending, stooping, pushing, pulling and lifting and exposure to construction hazards such as heights, open trenches, hazardous materials and energized electrical services.

MINIMUM QUALIFICATIONS

Two years of college or vocational coursework in building construction, drafting, engineering, architecture, or a related field and five years experience within one of the major construction fields (electrical, building, plumbing/mechanical); or five years experience as a Building Inspector.

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

SPECIAL REQUIREMENTS:

- Valid Arizona driver's license
- Certification as a Special Inspector from the International Conference of Building Officials OR
- ICBO Certification (combination inspector) OR
- ICBO Certification as a Certified Building Inspector and Electrical Inspector