

# CITY OF FOLSOM

## BUILDING INSPECTOR SUPERVISOR

### **DEFINITION**

Under direction, plan, organize, direct, coordinate, supervise, and evaluate building inspection activities, including the examination of plans and inspection of commercial and residential building projects, enforcement of city building regulations, and review of the inspections for new business licenses.

### **SUPERVISION EXERCISED**

This class provides direct and indirect supervision to lower level personnel for a preponderance of the time.

### **DISTINGUISHING CHARACTERISTICS**

The Building Inspector Supervisor is distinguished from the Senior Building Inspector in that the former has greater responsibility, autonomy, and discretion in planning and completing a wide variety of building inspection activities. Incumbents in the Building Inspector Supervisor class have day-to-day oversight and responsibility for assigned work and may delegate or authorize assigned work to the leadworker or lower level classifications.

### **EXAMPLES OF ESSENTIAL DUTIES**

**NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.**

- Plan, direct, and supervise Building Inspectors engaged in inspection activities as well as other staff.
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff.
- Recommend and implement unit goals, objectives, policies, and procedures.
- Research new construction methods and materials and disseminate information.
- Respond to complex inspection problems and interpret building codes.
- Perform difficult or complex building inspections.
- Inspect, or assign staff to inspect, fire damage to buildings to determine extent of damage, safety factors, and required permits necessary for rebuilding.
- Review plans and specifications for proposed construction projects.
- Advise architects, engineers, contractors, developers, and owners of required inspections, applicable building and housing codes, and methods of construction.
- Coordinate building inspection activities with other City departments, divisions, and external agencies.
- Prepare statistical and narrative reports on building inspection operations and activities.
- Respond to complaints regarding unfair enforcement of City regulations.

- Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

**NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.**

#### **Knowledge of:**

- Principles and practices of supervision, training, discipline, and performance evaluation.
- Principles and techniques of building construction and inspection.
- Methods, practices, and materials used in construction work.
- Safety standards and methods of building construction for commercial, industrial, and residential buildings.
- Research methods and sources of information related to building code enforcement.
- Codes, ordinances, and policies applicable to electrical, mechanical, plumbing, and structural codes.
- Modern office methods, practices, procedures, and computer equipment.
- Common word processing, spreadsheets, and database software.

#### **Ability to:**

- Supervise, train, discipline, and evaluate subordinates.
- Provide technical advice to subordinate personnel in solving difficult problems or assignments.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials.
- Recognize correct installations of building systems and detect defects and faults in construction workmanship and materials.
- Detect deviations from plans and regulations; read and interpret building construction and engineering plans, specifications, and codes.
- Understand diagrams, specifications, plans, and similar documents at a level necessary for efficient job performance.
- Operate a personal computer and other electronic equipment, including field entry devices and cellular phone.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Minimum Qualifications:**

### **Experience:**

Two (2) years of full-time experience as a Building Inspector III with the City of Folsom.

OR

### **Education:**

A bachelor's degree in engineering, architecture, construction, or a closely related field from an accredited college or university.

### **Experience:**

Three (3) years of full-time experience as a journey-level building inspector performing work within one or more inspection disciplines in a municipal agency.

### **Substitution:**

Additional qualifying experience can substitute for the required education on a year-for-year basis.

## **License, Certificate, Registration Requirements:**

- Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of a Building Inspector's Certificate as issued by the I.C.B.O.

## **Physical Requirements:**

Work is performed in a typical field environment. (1) Mobility: frequent performance of manual labor; frequent standing for long period of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

## **Information Block**

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: