



SENIOR COMBINATION BUILDING INSPECTOR SR. COMBINATION BUILDING INSPECTOR/PLAN CHECKER

AGENCY/DEPARTMENT:
Development/Building

Approved By HR Director: *Sandra Matthews*
Date Approved: 9/22/04
Date of Last Revision:

Reports to: Supervising Building Inspector
Supervises: N/A
Conflict of Interest Code Filer: No

JOB SUMMARY: Under general supervision, performs a variety of complex field inspection services and provides a variety of plan checking services for the Building department, including reviewing and approving plans to ensure compliance with City and state codes and ordinances; responds to plan check and code compliance inquiries and problems; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: While employees in either the Senior Combination Building Inspector or Senior Combination Building Inspector/Plan Checker classifications will be expected to perform any of the examples of essential functions listed below, the primary focus for employees in the Senior Combination Building Inspector/Plan Checker classification will be provision of plan check services.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Examines, reviews, approves and conducts field inspections of residential, commercial and industrial building plans and determines and ensures compliance with city and state codes and ordinances including, Uniform Building, Plumbing, Mechanical and Electrical Codes and California Title 24 Energy and Accessibility Standards.
2. Performs inspections and examines facilities, pipelines, conduits and appurtenances ensuring compliance with Uniform Electrical, Plumbing and Mechanical Codes and California Title 24 Energy and Accessibility Standards.
3. Analyzes and reviews structural engineering designs and verifies and checks calculations on submitted plans to make appropriate plan check processing determinations.
4. Evaluates, reviews and logs reports and related documentation and information, including engineering report, soil analysis report and other related test reports from various agencies.
5. Identifies and describes inadequacies and deficiencies with submitted plans, makes corrections and recommendations, records other departmental comments and notifies applicant.
6. Inspects, detects and locates inadequate and deficient work and materials, determines stage of construction, alteration or repair, records information, notes violations and recommends corrective action and informs supervisor of findings.
7. Receives and responds to building code, ordinance or plan check inquiries or questions and provides advice and recommendations to public by telephone or counter customer service within a timely manner.
8. Performs related and assigned code enforcement duties, including investigating complaints and compliance problems, reporting observed violations or inadequacies and issuing non-compliance and violation notices.

9. Observes and detects inappropriate plan designs or probable construction problems and informs and explains related information to building inspectors as necessary.
10. Prepares and maintains correspondence and various technical reports by updating computer permit and plan check tracking system and utilizing applicable word processing and spreadsheet software.
11. Communicates and confers with various agencies including, architects, engineers, contractors and in-house professional departmental staff to resolve issues and problems with proposed project designs and plans.
12. Verifies and completes plan check approval process of construction plans and issues permits as notified and finalized by Supervising Plan Check Engineer.
13. Compiles and researches technical information and provides code interpretation and recommendations to assist supervisor with various special projects and assignments as necessary.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Five (5) or more years of experience in building inspections, codes and permit procedures.

KNOWLEDGE OF:

- Complex and technical plan check and reviewing methods and principles;
- Commercial, industrial and residential permit and plan check practices and procedures.
- General construction and municipal and state building, plumbing, mechanical and electrical codes.
- Structural engineering math and calculations; local health and safety ordinances.
- Public and contractor customer service methods and communication techniques.
- Records management and file maintenance procedures.
- Modern office equipment procedures and practices.
- Automated and database computer tracking system practices.
- Permit request and application procedures.

ABILITY TO:

- Prepare, review and interpret complex and technical codes, ordinances, documents, procedures and reports accurately.
- Compile information in a timely manner.
- Set priorities of work completion based upon risk to health and safety.
- Make appropriate determinations and recommendations according to municipal and state regulations, codes and requirements.
- Operate a computer keyboard, calculator and standard office equipment; and, operate a personal computer to utilize word processing, spreadsheet, and tracking system applications.
- Perform complex and technical arithmetical computations with speed and accuracy
- Schedule, organize, analyze and complete work in accordance with deadlines.
- Correctly record and verify transactions; identify errors or discrepancies in plans and documentation; compare and match related documents; understand and follow written and verbal instructions.

- Complete and maintain related file documentation; communicate effectively and work cooperatively with customers, general public, contractors, vendors, co-workers, departmental representatives, supervisors and management.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment in this classification.

CERTIFICATIONS FOR SENIOR COMBINATION BUILDING INSPECTOR:

- Possession of a valid International Code Council (ICC) Residential Building Inspector
- Possession of a valid International Code Council (ICC) Commercial Building Inspector
- Possession of any four of the following valid International Code Council (ICC) certifications:
 - Residential Electrical Inspector
 - Residential Mechanical Inspector
 - Residential Plumbing Inspector
 - Commercial Electrical Inspector
 - Commercial Mechanical Inspector
 - Commercial Plumbing Inspector

CERTIFICATIONS FOR SENIOR COMBINATION BUILDING INSPECTOR/PLAN CHECK EXAMINOR

- Possession of a valid International Code Council (ICC) Combination Inspector
- Possession of a valid International Code Council (ICC) Building Plans Examiner

SPECIAL REQUIREMENTS:

DESIRABLE:

- Course work or experience in building, plumbing, mechanical and electrical construction, state Uniform Building, Plumbing, Mechanical and Electrical codes and contractor license laws, Title 24 Energy and Accessibility Standards.

FLSA Exemption Status: Exempt

Employee Unit: San Bernardino Public Employees Association

DOT Program Participant: No

Job Family: Building

Career Progression: Combination Building Inspector
 Senior Combination Building Inspector
 Senior Combination Building Inspector/Plan Checker