



## BUILDING INSPECTION MANAGER

AGENCY/DEPARTMENT:  
Development/Building

Approved By HR Director: *Linda Matthews*  
Date Approved: 5-19-06  
Date of Last Revision: N/A

Reports to: Building Official  
Supervises: Building Inspectors (all levels)

**JOB SUMMARY:** Under administrative direction, administers, manages, and oversees the activities, operations, and staff of the Building Department's building inspection unit; develops and administers department policies; selects, trains, evaluates, and provides daily direction to support staff; delivers and promotes quality customer service; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** This class is characterized by its managerial responsibility for the Building Department's building inspection functions and personnel. The Building Inspection Manager's primarily administrative role is distinguished from the Supervising Building Inspector which is a working supervisor class.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
2. Directs and assists staff in daily operations, resolving difficult problems with both internal and external customers.
3. Assigns work activities, projects, and programs.
4. Participates in the development of and implements departmental goals, objectives, policies, and priorities.
5. Monitors, evaluates, and improves the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload.
6. Prepares budget recommendations, monitors personnel and internal services expenditures; ensures expenditures remain within budgetary limitations.
7. Coordinates inspection activities with other city departments, contractors and developers.
8. Coordinates and administers contract building inspection services.
9. Administers, interprets, and enforces the provisions of adopting building, mechanical, plumbing, and electrical codes; municipal regulations and other codes as they relate to building matters.
10. Performs field inspections to resolve building inspection issues.
11. Administers, interprets, and enforces the provisions of building codes, municipal regulations, and other codes as they related to building matters.
12. Recommends and drafts model code and ordinance changes.
13. Develops and presents reports, memoranda, letters, and other forms of correspondence.
14. Participates in the preparation and delivery of reports and presentations to Council and Commissions.
15. Develops programs for outside groups to educate citizens in the purpose and process of building permitting and inspection.
16. Coordinates department activities with other City departments.
17. Represents the department in public meetings and with outside agencies.
18. Delivers and promotes quality customer service.

<b>QUALIFICATION GUIDELINES:</b>
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**ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:**

**EDUCATION:** Bachelor's degree or equivalent from an accredited college or university in business administration, construction inspection, or a related field. Additional qualifying experience may be substituted for education on a year for year basis.

**EXPERIENCE:** Five years of increasingly responsible experience in the inspection of public, commercial, industrial and residential buildings, including two years of supervisory experience.

**KNOWLEDGE OF:**

- Principles of building inspection and model codes.
- Methods and techniques used in commercial, industrial and residential building inspection practices, procedures, and operations.
- Complex construction and municipal and state building, plumbing, mechanical and electrical codes.
- Building construction methods and materials.
- Applicable federal, state, and local laws, codes, and regulations governing building inspection.
- Local health and safety ordinances.
- Principles and techniques of supervision, training, and evaluation.
- Customer service operations, policies and procedures.
- Office management practices and procedures.

**ABILITY TO:**

- Administer and conduct a variety of building inspection and related code enforcement activities.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions.
- Analyze, monitor, and control budget expenditures
- Prepare and review correspondence, studies, reports, and requests for council action.
- Ensure safety and professional work standards are met.
- Select, supervise, train, coordinate and evaluate the work of staff.
- Develop and implement departmental policy and procedure.
- Plan, establish, implement, and evaluate department goals and objectives.
- Deliver quality customer service; ensure professional work standards are met.
- Operate a computer using word processing, spreadsheet, and plan check and/or permitting software.
- Provide administrative and professional leadership and direction.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships

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**LICENSES:**

- Valid Class C California drivers license.
- Acceptable driving record at time of appointment and throughout employment.

**CERTIFICATIONS:**

- Certification as Combination Inspector issued by the International Code Council (ICC).

**SPECIAL REQUIREMENTS:**

**DESIRABLE:**

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**FLSA Exemption Status:** Exempt

**Employee Unit:** Unit 3, Management

**DOT Program Participant:**

**Job Family:** Building

**Class Progression:**

- Combination Building Inspector
- Senior Combination Building Inspector
- Supervising Building Inspector
- Building Inspection Manager
- Building Official

**Date Class Established:** July 11, 2005