



**Job Code:** 0130  
**FLSA:** NE  
**Unit:** PCEA  
**Revised:** 9/1/01

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## **SENIOR BUILDING INSPECTOR**

### **DEFINITION**

Under general direction, supervises the work of subordinate building inspectors, investigates building and zoning code violations, checks construction plans, issues permits, and performs related work as required.

### **SUPERVISION RECEIVED/EXERCISED**

Receives immediate supervision from the Chief Building Official. Exercises supervisory responsibilities over inspection employees.

### **TYPICAL DUTIES**

1. Schedules, assigns, prioritizes and evaluates work of field inspectors.
2. Ensures standardization of inspections performed by field inspectors.
3. Investigates violations of all disciplines of the Building Codes.
4. Enforcement of applicable Federal, State and City regulations and ordinances.
5. Provides clarifications to residents on Federal, State and City mandates and regulations.
6. Responds to citizens and contractor complaints.
7. Schedules seminars and in-house training for field inspectors.
8. Supervises field staff in achieving the most efficient method of customer service to residents and other clients.
9. Provides input and assistance in the establishment and improvement to procedures, policies and budgeting matters.
10. Assists inspectors in the performance of the more complex or difficult field inspections and problems.

**City of Pleasanton**  
**Senior Building Inspector**  
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**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Basic supervisory practices
2. Knowledge of construction methods and practices
3. Construction materials and usage
4. The Uniform Codes; Building, Plumbing, Mechanical and Electrical.
5. The State of California Title 24 and applicable Codes.
6. Basic knowledge of laws, ordinances and codes related to building, zoning and fire regulations.
7. Customer service techniques and dealing with difficult people.

**Skill to:**

1. Supervise subordinates
2. Effectively communicate with inspection staff and the general public orally and in writing
3. Make reasoned decisions on code-related issues
4. Arbitrate between customers and inspectors
5. Clearly interpret and explain codes to customers and staff
6. Write reports and letters on special assignments
7. Work on multiple projects and effectively set priorities
8. Maintain accurate records and create systems to retrieve archived inspection and permit records.
9. Assist the city in emergency preparedness operations
11. Learn and operate the city's automated permit tracking system

Any combination of training and experience that would provide the knowledge and skills is qualifying. A typical way to obtain the knowledge and skills required is:

**Education:**

Equivalent to an AA or AS degree in Construction Inspection or a related field is preferred.

**Experience:**

Three years of experience as a combination Building Inspector

**License/Certification:**

Valid California driver's license

ICBO certification as a Building Inspector required

ICBO combination certification desirable

ICBO certification as a Plumbing, Mechanical and Electrical Inspector is desirable.