

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

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| <b>Position Title:</b> Senior Building Inspector | <b>Job Family:</b> 3 |
| <b>General Classification:</b> Professional      | <b>Job Grade:</b> 33 |

**Definition:** To inspect the more complex structural building systems at various stages of construction, alteration and repair to ensure conformance with approved plans, specifications, codes, ordinances and laws; and to review, check and approve building and site plans for conformance with applicable codes, ordinances and laws.

**Distinguishing Characteristics:** This is the advanced journey level class in the Building Inspector series. Positions in this class perform the more complex structural, mechanical, electrical or plumbing building inspections requiring the use of considerable independent judgment and initiative. The Senior Building Inspector classification is distinguished from other classes in the Building Inspector series by the responsibility assumed for supervising and coordinating field inspection operations, providing training to less experienced staff, as well as for performing the more complex duties assigned to positions within this series. Individuals must have ability to sign off on plan checks for designated area of responsibility and be back up to Plan Checker and Building Official in their absence. Direction is provided by the Building Official. May exercise indirect or technical supervision over lower level inspection staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Inspect various structural, electrical, plumbing and mechanical systems at various stages of building construction, alteration and repair to ensure compliance with approved plans, specifications, codes, ordinances and laws.
2. Resolve disputes between Building Inspection staff and developers, contractors, architects, engineers and the general public.
3. Respond to questions and concerns of assigned staff or the public.
4. Confer with architects, contractors, builders and the general public in the field, office and at the counter; explain and interpret requirements and restrictions.
5. Provide training to new Building Inspection staff in terms of City policies, procedures, rules and regulations.
6. Provide ongoing training to Building Inspection staff as directed; ensure uniform application of the appropriate codes, rules and regulations.
7. Prepare appropriate paperwork, records and reports.

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8. Check plans for construction, alteration or repair of residential, commercial and industrial buildings to ensure compliance with applicable codes.
9. Interpret building codes and work with builders, property owners and craftsmen in making changes necessary to conform with codes.
10. Coordinate inspection activities with other City departments and divisions, as necessary.
11. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of the California Building, Plumbing, Mechanical and Electrical Codes, and other pertinent State and County codes and City ordinances; building construction methods and materials; proper inspection methods and procedures.

Ability to: Analyze, interpret and check plans, specifications and calculations; interpret and apply applicable laws, rules and regulations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with developers, contractors, architects, engineers and City staff.

**Experience and Training Guidelines:** Combination of experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Three years of increasingly responsible building inspection experience supplemented by journey level construction trade experience; equivalent to the completion of the 12th grade supplemented by college level courses in inspection methods, architecture, structural or civil engineering.

**Required Licenses or Certificates:** Possession of, or ability to obtain, an appropriate California driver's license; possession of an International Code Council (ICC) certification as a combination inspector, building inspector or designated trade specialist, e.g., electrical inspector.

Established February 1985

Revised December 2011

CLASS SPECS

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