



## TOWN OF LOS GATOS

# SENIOR BUILDING INSPECTOR

Class Code: 4450  
Department: Community Development  
Supervisor: Chief Building Official

Bargaining Unit: T.E.A.  
FLSA Status: Non-Exempt

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*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

### **CLASS SUMMARY**

Under general direction, coordinates the day to day scheduling of inspections, recording of inspection results, and processing of inspection related issues; performs routine and complex building, plumbing, mechanical, and electrical inspections ; performs research and prepares Department staff reports; assists customers at the counter in answering code related questions; assists Plan Check consultant in answering code related questions; provides plan check assistance on “over the counter” permits; and is responsible for special projects assigned by the Chief Building Official.

### **SUPERVISION RECEIVED AND EXPECTED**

Receives general supervision from the Chief Building Official. Exercises supervisory responsibilities as lead inspector overseeing the field inspection program and provides technical and functional direction to counter staff.

### **DISTINGUISHING CHARACTERISTICS**

This Senior Building Inspector classification is distinguished from the class of Building Inspector in that the latter has no supervisory responsibility and from the Chief Building Official in that the latter is the division manager responsible for overall administration of the division, including developing goals and formulating policy. This classification is also distinguished by the ability to provide proficient levels of service in the plan check and counter services of the Building Division.

**EXAMPLES OF ESSENTIAL FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Essential responsibilities and duties may include, but are not limited to, the following:

- Leads the field inspection program of the Building Division by scheduling, monitoring, and tracking field inspection activities as well as assigning and distributing workload.
- Performs routine and complex field inspections for all types of construction; reviews complex building construction plans to ensure compliance with applicable codes and regulations; and issues permits as appropriate.
- Recommends building inspection services goals and objectives; assists in the development and implementation of policies and procedures necessary for providing effective building inspection and plan check services.
- Prepares and maintains forms, records, and reports relative to inspection activities; may compile and maintain statistics on inspections, plan reviews, permit issuance; and may prepare memoranda, special reports, staff reports, and correspondence on inspection-related matters.
- Develops and executes special projects.
- Conducts routine plan check services and maintains accurate records.
- Accurately interprets and ensures compliance with State and local codes and ordinances relating to building construction, construction materials and usage, and principles and techniques of building inspection.
- Assists in the resolution of Department issues (i.e., field inspector/permittee disputes, housing code disputes, citizen complaints, and inter-Department disagreements).
- Acts as Building Division staff representative to Boards, Committees, and Commissions and assist in the preparation of reports, agendas, and minutes.
- Performs related duties and responsibilities as required.

**QUALIFICATIONS**

*Knowledge of:*

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Laws and regulations pertaining to inspections.
- Applicable laws, regulations, and policies.
- Modern computer programs used in professional and technical offices.
- Professional level writing techniques, including; proper grammar; vocabulary; and punctuation.
- Conflict resolution skills.
- Construction materials and usage.
- Methods of researching issues relevant to assigned area of responsibility, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Safety practices and principles.

*Ability to:*

- Supervise, review, and evaluate the work of the Building Inspectors.
- Accurately interpret building plans, blueprints, drawings, specification; and maintain accurate records.
- Detect and locate deficiencies in construction and violations of codes at the earliest possible stage.
- Perform Permit Counter Services.
- Work effectively and maximize productivity with minimal oversight.
- Communicate effectively, orally and in writing.
- Maintain thorough knowledge of State and local codes and ordinances relating to building construction, construction materials and usage, and principles and techniques of building inspection.
- Prepare concise reports and presentations.
- Maintain effective working relationships with those contacted in the course of work.
- Operate and understand basic computer systems currently used by the Town.
- Assimilate and understand information in a manner consistent with the essential job functions.

- Build and maintain positive working relationships with co-workers, other Town employees, organizations and their representatives, and the general public exhibiting effective customer service and communication skills.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.

**Education and Experience:**

*Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.*

- Graduation from high school or equivalent.
- Four (4) years journey-level experience in one of the following: 1) construction trades; 2) contractor experience; or 3) inspection services in a local municipality, one year of lead responsibility is desired.
- B.A. or B.S. degree from an accredited college or university in a construction related field may be substituted for two years of the four year experience requirement.

**License and Certification:**

- Possession of a valid State of California Class C driver’s license and a safe driving record.
- Possession of a Building Inspector certification issued by the International Code Council (ICC).
- Possession of at least one (1) additional ICC certification related to Building Inspection.
- Possession of California State Contractors license (desirable).

Failure to obtain and maintain the required certifications and licenses will result in disciplinary action up to and including termination.

**PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual judgment and perception to the degree necessary for the successful completion of assigned duties.

<b>Climbing</b>	Occasionally	<b>Balancing</b>	Occasionally	<b>Stooping</b>	Occasionally
<b>Kneeling</b>	Occasionally	<b>Lifting</b>	25 lbs.	<b>Fingering</b>	Frequently
<b>Crawling</b>	Occasionally	<b>Reaching</b>	Occasionally	<b>Standing</b>	Frequently
<b>Talking</b>	Frequently	<b>Grasping</b>	Frequently	<b>Walking</b>	Occasionally
<b>Hearing</b>	Frequently	<b>Feeling</b>	Occasionally	<b>Pushing</b>	25 lbs.
<b>Crouching</b>	Occasionally	<b>Running</b>	Occasionally	<b>Carrying</b>	25 lbs.
<b>Pulling</b>	25 lbs.	<b>Seeing</b>	Frequently		

## **ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Field work is also required that includes exposure to loud noise levels, cold and/or hot temperatures, noxious odors, gases, or contact with water and/or wastewater.

## **WORKING CONDITIONS**

Employee works indoors, outdoors, and independently without assistance, in direct contact with other Town personnel and the public. Conditions also involve some travel to and attendance at meetings. Work schedule may include occasional irregular hours.

*In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.*

*The Town of Los Gatos is an Equal Opportunity Employer.*