

City of Grass Valley  
JOB DESCRIPTION



**SENIOR BUILDING INSPECTOR/PLANS EXAMINER**

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**Department: Community Development Department**

**FLSA Status: Exempt**

**Reports To: Community Development Director**

**Unit: 1, Full-time Position**

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**\$38.64-\$48.26 Hourly / \$6,697.60-\$8,365.07 Monthly / \$80,371.20-\$100,380.80 Annually**

**SUMMARY OF JOB PURPOSE**

Under general direction of the Community Development Director: to conduct inspections and review building plans of residential and commercial buildings under construction or being remodeled; to determine compliance of plans and of buildings under construction with applicable State and City codes and standards; performs routine plan reviews and inspections of average difficulty and has the ability to perform more complex, difficult, or controversial plan review and building and structure inspections based on experience. The incumbent is expected to have a high degree of technical expertise and to exercise considerable independence and discretion.

**SUPERVISION RECEIVED AND EXERCISED**

The Senior Inspector/Plans Examiner is a management level classification responsible for the day-to-day business of administering, directing, and supervising building inspection and plan review services.

This position receives general direction from the Community Development Director and as directed, exercises supervision over assigned subordinate professional, technical and/or clerical staff, including recruiting, hiring, evaluating, and disciplining assigned personnel.

**ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)**

1. Plans, coordinates, and supervises work activities for building inspection and plan review services; participates as a team member in the development of the Department's work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work product, methods and procedures.
2. Participates in the development, planning and implementation of departmental goals, policies.
3. Makes recommendations for changes and improvements to existing standards, policies, and procedures.
4. Participates in City after-hours response to building related emergencies as needed.
5. Train and guide subordinate staff in the building inspection and plan review process.
6. Establishes and schedules methods for providing building inspection services; identifies resource needs with appropriate management staff; allocates resources accordingly.
7. Review, assess and approve building plans and structural calculations, and mechanical,

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electrical, and plumbing plans for completeness and compliance with all applicable local and State codes. Ensures a comprehensive and efficient plans examination process is conducted.

8. Conduct field inspections of buildings during construction or remodeling for compliance with all applicable local and State codes and approved plans and specifications; set up inspection schedules and routes and travel to field sites; approve completed work or note corrections to be made; prepare correction letters and inspection reports.
9. Inspects residential, commercial, and industrial buildings in various stages of progress against plans or specifications to ascertain code compliance for structural, electrical, plumbing, mechanical, handicapped accessibility, and energy installations; issues stop work orders in situations of deliberate or negligent noncompliance; maintains records of inspections made and actions taken.
10. Responds to inquiries in person and/or over the phone from builders, contractors, developers, property owners, and tenants regarding specific code requirements.
11. Interpret and explain applicable building codes, Division policies and procedures to the public; assist the public at the public counter and/or by telephone in the processing of permits and applications; confer with engineers, architects, contractors, manufacturers, and owners regarding complex and difficult technical issues.
12. Reviews model codes and recommends appropriate modifications for local adoption; prepares code interpretations and assists in formulating Department's policy for the application of code requirements.
13. Consults with contractors, architects, and engineers regarding structural safety requirements or building design.
14. Prepares correction letters, detailed reports on building conditions and violations, and inspection reports; carries negligent cases through prosecution channels in situations of non-compliance.
15. Coordinates plan review/inspection activities with other agencies which may be investigating zoning or building laws.
16. Performs general administrative work as required, including but not limited to preparing reports and correspondence, entering computer data, etc.
17. Maintains records and files of permits, plan reviews and inspections made.
18. Maintains current knowledge of new construction methods, materials, and techniques and codes and regulations.
19. Represents the Building Division to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

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20. Build and maintain positive working relationships with co-workers and the public using principles of good customer service.
21. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, consultants, contractors, City management and staff, and the public.
22. Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

1. Principles and practices of organization, administration, personnel, and budget management.
2. Advanced plan check and inspection methods, building related codes and ordinances including the California Building, Electrical, Plumbing, and Mechanical Codes.
3. Pertinent federal, state, and local laws, codes, and regulations including the International Building, Plumbing, Mechanical, Electrical and Fire Codes and their administration.
4. Principles of structural design, engineering, mathematics, and architectural plan review.
5. Traditional and contemporary methods, plans, materials, tools, and equipment used in all aspects of building construction including, plumbing, carpentry, electrical and mechanical.
6. Modern office procedures, methods, and computer equipment.
7. Safety and safe working practices for building inspection work.
8. Methods and techniques of supervision, employee evaluation, training and motivation.

Skills in:

1. Interpreting and complying with provisions of applicable codes, ordinances and regulations enforceable by the City;
2. Applying laws, regulations, codes and departmental policies;
3. Recognizing, prioritizing and accomplishing needed tasks;
4. Researching, preparing and writing clear and concise letters and reports.

Ability to:

1. Coordinate and direct a comprehensive building code administration and enforcement program including plans examination and building inspection services and activities.
2. Train and guide staff in plan review/inspection activities, safety, and interpretation of codes, ordinances, regulations, procedures, policies, and practices; observe and problem solve building inspection activities; remember rules, explain, and interpret policies.
3. Review plans and specifications for building related construction and determining practicability of plans, compliance with plans and validity of permits; read and interpret

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- plans and specifications and detecting deviations from approved plans.
4. Conduct thorough and accurate plan reviews/inspections enforcing a wide range of building, zoning, and related codes.
  5. Evaluate, develop and implement Division, Departmental and City policies, and procedures.
  6. Communicate clearly and concisely, orally and in writing; maintain accurate records and prepare clear, concise reports and documentation.
  7. Plan, organize, direct, establish and maintain cooperative relations with City staff as well as public and private organizations.
  8. Plan and organize efficient and effective work schedules.
  9. Read and interpret maps, sketches, drawings, specifications and technical manuals.
  10. Oversee contracts.
  11. Represent the interests of the City in the community and at meetings as required.
  12. Operate personal computers and related software programs, specifically software to assist in the operation of building inspection and plan review functions.
  13. Interpret, explain and apply applicable laws, codes and regulations.
  14. Organize, prioritize and follow up on work assignments.
  15. Work independently and as part of a team.
  16. Observe safety principles and work in a safe manner.
  17. Communicate clearly and concisely, both orally and in writing.
  18. Establish and maintain effective working relationships.

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

**PHYSICAL REQUIREMENTS**

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. Mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing ladders, and kneeling to perform site inspections; vision to read handwritten and printed material and a computer screen; color vision to inspect electrical wiring; hearing and speech to communicate in person and by telephone; smell to detect gas or sewage leaks; touch to determine hot and cold water fixtures; manual dexterity to operate calculators, cameras, computers, grasp tools, and inspect electrical devices; ability to lift and carry items weighing up to 30 pounds such as tools, files, books or boxes of paper for distances

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up to 100 feet. Working in exposure to various weather conditions. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such

**EDUCATION AND EXPERIENCE**

A typical way to obtain the knowledge and skills is:

1. High School Diploma; Associate's Degree from an accredited college or university with course work in building inspection, construction, engineering, architecture or related field is desirable.
2. Three years of increasingly responsible experience in building or structural design, construction, plan check, or inspection, or as a journey-level building inspector or plans examiner.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

1. Possession of a valid California Driver's License and a satisfactory driving record is a condition of initial and continued employment.
2. Possession of an ICC (International Code Council) Residential and Commercial Building, Electrical, Mechanical, or Plumbing Inspector Certificate
3. Within one year of hire, possession of an ICC (International Code Council) Plans Examiner Certificate.

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**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from managers, employees, and the general public.

**MATHEMATICAL SKILLS**

Ability to perform mathematical concepts such as: fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

**REASONING ABILITY**

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

**WORKING ENVIRONMENT**

While performing the duties of this job the incumbent is regularly exposed to outside elements of wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration; and steady level of loud noise.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted:

Revised:

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