



Department/Division		Community Services Department	
Employee Association		MMEA	
Resolution No./Established Date:			
Resolution No./Revision Date(s):		2014-53/ May 20,2014	
Salary Range:	\$5,575 - \$6,777	Position Code	
EEO Code		FSLA	EXEMPT

CITY OF MARINA
Senior Building Inspector

DEFINITION

Under the direction of the Chief Building Official, checks plans and specifications for existing residential and commercial buildings and buildings under construction or alteration; performs complex on-site inspection to determine compliance with zoning and building ordinances, reviews codes and regulations and adherence to approved plans and specifications; issues building permits and responds to inquiries from the public; enforces safety regulations; and supervises subordinate technical and clerical personnel.

REPORTS TO: Chief Building Official/Community Services Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Make field inspections of building construction, plumbing, mechanical and electrical installations in residential and commercial buildings to ensure compliance with applicable codes.
2. Checks plans for approved construction or alterations or remodeling of existing structures to ensure compliance with pertinent codes and accepted engineering practices; issue acceptance or approval of such plans and specifications.
3. Reviews plans and applications for building permits.
4. Issues building permits.
5. Confers with architects, contractors, builders and the general public in the field, office and at the counter; explain and interpret requirements and restrictions.
6. Maintains inspections or permit files; submits inspection reports as required. Investigates violations and complaints.
7. May supervise, schedule and coordinate work of subordinate staff.
8. Directs and participates in the division's on-going training program for inspectors and meets weekly with other inspectors to review existing codes, ordinances and laws, and amendments in order to upgrade knowledge and maintain consistency in inspections.
9. Performs the more difficult inspections; assists other staff in resolving disputes between the City and developers, builders and members of the public.
10. Acts as Chief Building Official if required, and assigned.
11. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of approved and modern methods, materials, tools and safety used in building construction.
2. Knowledge of building and related codes and ordinances enforceable by the City, specifically: California Building Code, California Plumbing Code, California Mechanical Code, National Electrical Code, and State Housing Act of California and Provisions of Title 24, State of California.
3. Knowledge of Uniform Sign Ordinance
4. Knowledge of abatement of dangerous buildings code.
5. Knowledge of principles of supervision.
6. Ability to read, understand and interpret construction blueprints, plans and specifications.
7. Ability to inspect and analyze standard building construction and identify code violations.
8. Ability to keep accurate records and prepare accurate and precise reports.
9. Ability to communicate effectively orally and in writing.
10. Knowledge of safe work practices.
11. Ability to stand, bend, sit, kneel, lift, reach and move about quickly and safely in construction projects and business office work locations.
12. Pick-up, manipulate, move, raise and lower heavy materials, equipment, and supplies; to climb ladders and scaffolding to heights of 30'; to climb onto, walk on and get off of roof structures; to get in and out of tight spaces within approved safety limitations.
13. Get on and off, or in and out of City equipment; operate the full range of equipment that is typically required of the class without special aides.
14. Ability to read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and, or contact lenses.
15. Ability to absorb data, learn and apply procedures required to perform the full range of tasks required by typical duties of the class.

QUALIFICATIONS

Sufficient education, training and/or work experience to demonstrate the following knowledge and skills, which would typically be acquired through:

Education and Experience

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

EDUCATION – High School Diploma and/or successful completion of a GED

EXPERIENCE – At least two (2) years of work experience in a building inspection.

LICENSES AND CERTIFICATIONS - Possession of electrical, plumbing, mechanical and building, ICC certificates, and CAsP Certification. Possession of a valid California State Driver's License.