

**City of Saratoga**  
**Senior Building Inspector/Plan Checker**  
**Exempt**

**DEFINITION**

Under general direction of the Community Development Director, this is a single incumbent supervisory-level classification within the Building Division of the Community Development Department.

Responsibilities include supervision of and participation in all work activities of the Building Division including supervision of assigned staff, building permit processing and record keeping, day-to-day coordination of field inspection schedules, inspection of buildings and structures in all stages of construction, review of construction plans and specifications for compliance of building codes, and code enforcement.

**DISTINGUISHING CHARACTERISTICS**

The Senior Building Inspection/Plan Checker is distinguished from Building Inspector in that the latter has no supervisory responsibility. The Senior Building Inspector/Plan Checker operates with considerable autonomy and performs duties with a greater degree of independence and decision-making responsibilities and performs specialized duties as assigned.

The Senior Building Inspector/Plan Checker assists in the preparation of the Building Division budget and monitors expenditures and is distinguished from Community Development Director in that the latter is responsible for the overall administration of the department, including administering the department budget, developing goals and formulating policy.

**ESSENTIAL DUTIES**

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, and responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
- Plan, prioritize, assign, supervise, and review the work of assigned staff.
- Provide supervision of and participate in all work activities of the Building Division including building permit processing and record keeping, day-to-day coordination of field inspection schedules, inspection of buildings and structures in all stages of construction, review of construction plans and specifications for compliance of building codes, and code enforcement.
- Explain procedures and requirements for applications for building permits.
- Review building permit applications and plans for completeness and general compliance with State and local codes.

- Issue building permits and perform plan checking.
- Confer with the general public, developers, engineers, architects, contractors, and property owners to explain building code requirements and restrictions.
- Advise professionals and the public of building codes, building code interpretations, city ordinances, and other related requirements.
- Research and analyze alternative procedures and recommendations as appropriate.
- Attend and participate in professional group meetings.
- Maintain records, prepare letters, and reports.
- Research new and amended regulations.
- Perform field inspections at various stages and upon completion to verify compliance with construction plans and specifications, State regulations, model codes and local ordinances.
- Investigates and responds to citizen complaints regarding City codes and ordinances and initiates appropriate action.
- Informs public by phone, letter, and in person regarding code regulations and violations.
- Completes and maintains a variety of records, reports, documents and correspondence.
- Attempt to resolve difficult inspection, plan review, permit issuance and enforcement problems before they escalate.
- Participate in the preparation of the division budget and monitors expenditures.
- Ensure compliance with State mandated permitting and record keeping.
- May serve in the absence of the Community Development Director, as assigned.
- Perform other related duties and responsibilities as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

- Model building codes, zoning regulations, State and local building laws and ordinances enforceable by the City.
- Building construction, materials, methods, procedures, and acceptable safety standards.
- Safe and efficient work practices related to inspection and enforcement duties.
- Use and applications of modern data information systems and technologies.
- Concepts and practices of non-structural plan review.
- Principles and practices of effective supervision, training, and customer service.

### Ability to:

- Effectively and collaboratively solve problems or concerns presented by a variety of individuals from various cultural and ethnic backgrounds, in person and over the telephone.
- Read, interpret, apply, and advise on standard construction methods and requirements and building and zoning codes, State regulations and local ordinances.
- Read and interpret building plans, diagrams, specifications and records.

- Make arithmetical computations accurately.
- Operate computer systems and programs.
- Perform field inspections.
- Prepare and maintain accurate records.
- Establish and maintain effective working relationships with those contacted in the course of work, including deal effectively with the public in difficult situations.
- Communicate clearly and concisely, both orally and in writing.
- Select, supervise, organize, train, evaluate, and review the work of staff.

## **EDUCATION, TRAINING AND EXPERIENCE**

### Experience/Education:

Minimum of five years of experience as a building inspector or other related position, including experience performing code enforcement and plan check functions. Experience performing in a lead or supervisory capacity is highly desired. High school diploma or recognized equivalent is required. A minimum of an Associate of Arts degree is highly desired.

### Certifications /Licenses:

Possession of valid Class C California driver's license with an acceptable driving record at the time of appointment and throughout employment in this classification.

Possession of the following valid International Code Council certifications at the time, or within one-year of appointment:

- Residential Plans Examiner
- Residential Combination Inspector (includes plumbing, mechanical, and electrical)

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

### **Physical Requirements**

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.

- Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move, climb (including ladders), walk safely on even and uneven grounds, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in a general office environment; and

- Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

**Environmental Requirements:**

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.