

CLASS SPECIFICATION
Building Safety Supervisor

GENERAL PURPOSE

Under general supervision, performs highly skilled specialty technical work in the enforcement of building, zoning, fire, mechanical, plumbing, electrical, sanitation and related codes and regulations governing housing, new building construction, and remodeling, repair and use; acts as a lead and schedules, assigns, directs, reviews and evaluates the work of building safety staff; provides training and guidance to assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Building Safety Supervisor supervises the work of assigned staff responsible for permit issuance, plan review and conducting building inspections and to ensure enforcement of state and municipal codes and ordinances in the Building Safety Division. The incumbent may also perform the more complex inspection, plan reviews and investigations and coordinate work with other City departments and governmental agencies to ensure the Division's objectives are met. Duties and responsibilities are carried out with a high degree of independence within the framework of established policies, procedures and regulations.

Building Safety Supervisor is distinguished from Building & Neighborhood Services Division Manager in that the latter class is responsible for planning, managing, directing, evaluating, supervising and overseeing the work of an entire Division's staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; participates in establishing operational plans and initiatives to meet division goals and objectives; implements division plans, work programs, processes, procedures and policies required to achieve overall division performance results; coordinates and integrates functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual budget.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.

3. Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving the City's mission, strategic goals and core values.
4. Conducts complex and difficult structural building inspections on commercial, industrial and residential structures, requiring interpretation and application of state and local codes, related regulations and restrictions.
5. Performs general inspections of work under permit in the City to enforce building, zoning, housing, fire, plumbing, electrical, sanitation and related codes and regulations; reviews plans and specifications for building and related construction, installation, repair, replacement and alteration in compliance with codes.
6. Inspects sites and buildings before construction or alteration for adequacy of plans, use of occupancy, compliance with regulations, and validity of permits; inspects construction or alterations in progress for conformity with approved construction and installation practices; makes final inspections to clear permits; provides technical and referral information to contractors, supervisors and owners on construction and alteration methods and materials.
7. Answers inquiries from and advises property owners, builders and the public regarding compliance with City municipal and building codes; represents the City in public and community meetings and provides information to the public on City building safety policies and regulations; responds to citizen complaints regarding potential code violations; conducts research regarding property ownership, current and past permits and applications and applicable codes; prepares administrative search or seizure warrants or warrants for demolition; obtains warrants to perform inspections of property, abatements of property or to demolish buildings; coordinates enforcement actions with other City departments and other governmental agencies when necessary; performs sweeps and special details with policy staff, fire inspectors, and representative of other governmental agencies; represents the City in court and at administrative hearings and testifies regarding code violations.
8. Interprets codes and regulations, explains the City's building plan review, permit issuance and inspection programs and gives advice relevant to construction, repair methods and materials to owners, architects, engineers, contractors, lending institutions, realtors and utility companies; determines status of major projects nearing completion and coordinates conditional releases and approvals as needed.
9. Determines appropriate actions in response to code violations; issues "stop work" and "no occupancy" orders; writes citations and warning letters; investigates complaints concerning new or existing construction or work involving a permit; investigates and resolves contractor, owner-builder and developer disputes and customer concerns regarding inspection staff or building codes.
10. Maintains records and files of inspections made.

OTHER DUTIES

1. Supervises special surveys of housing conditions.
2. Assists at the public counter as required.

3. Performs plan reviews as required.
4. Serves as Building Official in that individual's absence as needed.

QUALIFICATIONS

Knowledge of:

1. Principles and methods used in various building construction craft areas, including all applications, materials and tools — from large-scale construction to installation of equipment and appliances — applicable to electrical, plumbing, structural and mechanical disciplines.
2. Modern methods of building construction and principles of structural design.
3. Principles, procedures and methods of building inspection.
4. Laws, ordinances and codes regulating building construction and zoning.
5. Appropriate safety and fire prevention methods in construction.
6. Principles and practices of effective supervision.
7. City Human Resources policies and practices and labor contract provisions.

Ability to:

1. Review plans and specifications for building and related construction and determine compliance of plans with regulations and validity of permits.
2. Inspect building sites accurately and consistently applying provisions of the City's building codes.
3. Communicate clearly and effectively, both orally and in writing.
4. Resolve job-related problems with property owners and contractors, architects, tenants, engineers, realtors and representatives of city and outside organizations and firms.
5. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
6. Provide lead direction and training to assigned staff.
7. Make sound independent judgments in complex, difficult inspection work within established guidelines.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with City management, staff, owners, architects, engineers, contractors, lending institutions, realtors, utility companies and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; completion of two years of college-level course work in construction management, architecture or a related field; and five years of journey-level building inspection, structural design or plan check experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

A current, valid certification as a Building Inspector through I.C.C. Also a valid certification as Plans Examiner through I.C.C., or obtained within one year of hire.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; bend, grasp, stoop, kneel, crouch, twist, climb ladders or inclines, or crawl. The employee must frequently lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City management, staff, owners, architects, engineers, contractors, lending institutions, realtors, utility companies and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may work in outside weather conditions, exposed to heat, cold, wind, rain and other conditions. The employee, at times, works near moving mechanical parts, is exposed to wet and/or humid conditions and vibration, and works in confined or high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, dust and soil, slippery and uneven surfaces, risk of electrical shock and moving traffic. The noise level is frequently loud.