

City of Mill Valley Senior Building Inspector

SUMMARY:

The Senior Building Inspector is responsible for coordination of all plan review processes, daily scheduling and implementation of building inspection services, support to and infill as Acting Building Official when necessary, building counter customer service, and supervision of field and administrative staff in the Building Department.

SUPERVISION RECEIVED AND EXERCISED:

Works under the supervision of the Building Official.
Supervises and directs the Building Inspector, contract inspectors when utilized, Code Compliance Officer, Building Counter Technician, and administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs architectural and light structural plan review. (Analyze, interpret, and accurately check building plans, specifications, and building codes.) including the “one stop permit service” on Tuesday and Thursday mornings.
- Oversees/coordinates plan review, issuance of building permits, and other administrative processes within the Building Department and as these duties relate to other departments (city, county, state) as necessary.
- Schedules and assigns daily inspections as well as projecting ahead to determine future field inspection requirements. Coordinates with other departments as necessary.
- Provides supervision, direction, training, and support for field staff (Building Inspector and Code Compliance Officer) and Administrative staff. This would include establishing, maintaining, and fostering a positive, safe, and harmonious work environment.
- Maintains daily building counter hours (8-9 AM and 4-5 PM) answer questions and provide assistance to the general public on building department/code related issues as well as consultation on plan review related issues.
- Performs or assists with inspections that require an advanced degree of code knowledge or involve special situations that require problem-solving at a higher level than the Building Inspector may be capable of. Fills in on the regular inspection schedule on an as needed basis.
- Provides support and assistance to the Building Official and assumes the role of Acting Building Official when the Building Official is absent due to vacation, illness, or absent from work due to other obligations.
- Essentially acts as “webmaster” for all computer-based programs and procedures within the Building Department. Provides assistance to staff in all computer-related processes.

KNOWLEDGE OF:

- State and local building, electrical, plumbing, mechanical, fire codes (as necessary) and municipal ordinances.
- Principles and techniques of building construction.
- Principles of structural design.
- Building materials and accepted safety standards.
- Standard plan review practices.

ABILITY TO:

- Sufficient computer and software basic knowledge to assimilate and coordinate permit tracking and other computer programs as they become implemented into the Building Department.
- Analyze, interpret, and review building plans and specifications for conformance to state and local codes.
- Train, supervise, and provide informal evaluation of staff under your supervision.
- Strive to foster and maintain cooperative working relationships with engineers, architects, contractors, government officials, employees and the general public.
- Maintain a sense of calm and humor under adverse conditions.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities to qualify. A typical way to provide the knowledge and abilities would be:

- Equivalent to completion of the twelfth grade supplemented by ICC or ICBO legacy certification(s), an associate degree in Building or Building Inspection technology, or other specialized training/certifications applicable to the position.
- Minimum 10 years experience in either the construction industry or the field of building inspection, with at least 2 years in a supervisory capacity.
- A demonstrated knowledge of state building, plumbing, electrical, mechanical, and accessibility codes.

LICENSE OR CERTIFICATES:

- Possession of a valid California driver's license and satisfactory driving record required as a condition of employment.
- Possession of ICC or ICBO legacy certification as a Building Inspector and Plan Examiner or the ability to obtain within one year of hire.

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