

City of San José
CLASS SPECIFICATION

TITLE: Building Inspection Manager (3910)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Planning Building & Code Enforcement	Division Manager	Exempt

CLASS SUMMARY

Manages a section responsible for construction inspection of privately funded buildings. Acts as the technical expert in a particular trade discipline (such as plumbing/mechanical, electrical, building) to ensure that building codes for construction inspections in that discipline are correctly and uniformly interpreted and applied. Supervises Building Inspector Supervisors who are directly responsible for a variety of inspection projects. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is the third of three levels in Building Inspection. The Building Inspection Manager is responsible for the overall administration of an inspection program and management of technical code requirements relating to inspections for a trade discipline for the entire division. It differs from the higher level Division Manager who is responsible for all of the inspection sections and trade disciplines and resolves issues between the sections to ensure the correct application of building codes in all of the trade disciplines. It differs from the lower classification of Building Inspector, Supervisor who is responsible for day-to-day supervision of Building Inspectors and inspection operations.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

High school education or G.E.D. and five (5) years of increasingly responsible and directly related experience in building inspection within the associated trade discipline, including two (2) years performing work of a similar nature and level as a Building Inspector Supervisor with the City of San Jose. College education may be substituted for up to two years of experience on a year-for-year basis; however, there is no substitution for the two years of supervisory experience.

Required Licensing (such as driver's license, certifications, etc.)

- A valid California driver's license
- Possession of Inspector certification in the inspection trade discipline(s) being managed, from the current code-writing organization of adopted codes, or equivalent certification organization.

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Other Qualifications

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of applicable Building, Plumbing, Mechanical, Electrical codes and related laws and City of San Jose Municipal Code and City Ordinances relating to construction inspections.
- Knowledge of all types of building construction materials and methods, and of stages in construction when possible violations and defects may most easily be observed and corrected.
- Knowledge of safety hazards arising from faulty installations and of methods whereby they may be avoided or remedied.
- Knowledge of materials, tools, methods and techniques used in the construction trades, and of methods and tests employed to determine proper materials and design.
- Ability to detect structural and other faults and to appraise conditions for quality of construction and physical depreciation.
- Ability to study relationship of laws to new construction practices, participates in code development, recommends code revisions, proposes ordinances, code, and ordinance amendments.
- Ability to read and interpret plans and blueprints quickly and accurately and compare them with construction in progress.
- Knowledge of the principles and practices of supervision and management.
- Ability to prepare reports and correspondence.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, building owners, contractors, general public and other departments within the City.
- Ability to analyze technical and interpretive problems and make final decisions.
- Ability to plan work and working procedures and to supervise a group of technical and clerical support staff.
- Ability to prepare training materials and conduct training.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Associate's degree in a construction related field or a Bachelor's degree in Civil, Structural, Mechanical or Electrical Engineering.
- Ability to facilitates public outreach to determine needs of customers, establish customer service goals and function as a liaison between the City and related construction organizations.
- Ability to research construction techniques and materials to determine Code acceptability.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Plans and coordinates the operations of a field inspection section and manages inspection projects through subordinate Building Inspector, Supervisors.	Continuous
2.	Analyzes fee structures relative to work expenditures required to accomplish service and recommends changes to fee structures. Provides written budget input to balance fees to cost of required work, and submits estimates of personnel and material requirements for budget purposes	Occasional
3.	Enforces adopted codes and regulations pertaining to building construction; evaluates new methods and materials of construction.	Continuous
4.	Establishes operating procedures for field inspections within the section. Oversees supervisors' assignment of work to inspectors, reviews reports and correspondence, and directs subordinates on new and difficult inspection problems. May also assist on difficult inspection problems and makes occasional inspections or reinspections on more complex projects.	Occasional
5.	Plans and formulates policies for application of regulations. Makes decisions on applicable code interpretation in cases of conflict and disagreement between inspectors and violators and establishes inspection standards. Settles disputes between inspectors and customers (contractors, owners, developers)	Continuous
6.	Reviews construction plans and specifications on complex projects where code interpretation problems are preventing City approval.	Frequently
7.	Provides educational outreach to design architects, engineers, contractors, and building owners to facilitate their ability to more readily comply with building codes.	Occasional
8.	Facilitates public outreach to determine needs of customers, establish customer service goals and act as a liaison between City and contractor organizations.	Occasional
9.	Represents City's interests in the code development process by participating in code development, recommending code revisions and providing leadership in establishing regional code uniformity with other municipalities.	Occasional
10.	Tracks State and Federal legislation having impact on codes and inspections and makes appropriate recommendations.	Occasional
11.	Supervises Building Inspector, Supervisors and other technical and administrative staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination, and disciplinary recommendations and any other recommendations related to the change in status of employees.	Continuous
12.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Established 10/04: s000