

City of San José
CLASS SPECIFICATION

TITLE: Building Inspector Supervisor Certified I/II(3912/3905)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Planning, Building & Code Enforcement, Public Works	Building Inspection Manager	Non-Exempt

CLASS SUMMARY

Supervises and coordinates field construction inspection projects for new or remodeled industrial, commercial and residential facilities to ensure they comply with governmental codes and ordinances. Oversees the issuance of permits, scheduling of inspections, and review of plans and specifications for building projects. Typically supervises Building Inspectors and/or administrative staff. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a two-level flexibly staffed class which is the second in the Building Inspector series. It is distinguished from Building Inspector Combo/Cert I/II/III/Senr by its responsibility for leading or managing inspection projects and is typically responsible for day-to-day supervision of Building Inspectors and inspection operations.. Building Inspector Supervisor Cert I/II is distinguished from the higher level Building Inspection Manager class in that the latter is responsible for the overall administration of an inspection program and technical code requirements relating to inspections for a trade discipline for the entire division.

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

- **Building Inspector Supervisor Certified I:** Graduation from high school or equivalent Six years of experience in construction as a journey level carpenter, plumber, air conditioning mechanic, electrician, or related contractor, or performing inspections for a public agency.
- **Building Inspector Supervisor Certified II:** Graduation from high school or equivalent Six years of experience in construction as a journey level carpenter, plumber, air conditioning mechanic, electrician, or related contractor, or performing inspections for a public agency.

Licensing Requirements:

- Valid California Driver's License.
- **Building Inspector Supervisor Certified I:** Possess and maintain valid Inspector Certification issued by an agency acceptable to the City in the inspection trade discipline(s) being supervised.
- **Building Inspector Supervisor Certified II:** Possess and maintain valid commercial certifications issued by an agency acceptable to the City in the employee's specialty trade and in three (3) additional commercial specialty trades OR in two (2) additional commercial specialty trades and one other certification such as Plan Review or CASp.

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

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

Job Expertise - demonstrates knowledge of and skill in:

- Inspection practices and procedures;
- Applicable laws, rules, and regulations;
- Basic electrical principles;
- Basic building, plumbing and mechanical principles;
- Current computer technology and trends;
- Basic construction practices;
- Safety principles.
- Negotiating with building contractors;
- Conducting tests and measurements to ensure compliance with building codes;
- Researching information;
- Using simple drafting instruments;
- Performing routine mathematics;
- Using electrical and mechanical measuring tools;
- Performing inspections;
- Reading and interpreting technical documents, plans, ordinances and blueprints.

Communication Skills - communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form.

Collaboration - develops networks and builds alliances; engages in cross-functional activities.

Conflict Management - uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.

Customer Service - approaches problem-solving by focusing on customers first; advocates for customer results point of view; demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

Initiative - exhibits self-directed, resourceful and creative behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility or workload and accept challenges; pursue continuing educational opportunities which promote enhanced job performance.

Problem Solving - approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Reliability - completes quality work assignments in a timely and efficient manner; fulfills responsibilities

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and maintains confidentiality as appropriate.

Supervision-establishes high standards of performance and sets an example for others to follow; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness; uses appropriate methods and a flexible interpersonal style to help others develop their capabilities.

Team Work & Interpersonal Skills - demonstrates a positive attitude and flexibility along with the ability to develop effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

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.)

Knowledge of:

- Public administration principles;
- Judicial procedures and practices;
- Supervisory techniques;
- Surveying techniques;
- Using computers and applicable software;
- Assigning, monitoring and evaluating work;
- Preparing and giving oral presentations;
- Preparing formal written documents;
- Keeping records.

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.	Provides lead direction or supervises employees 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. May also perform work of a similar nature to those employees he/she supervises	Continuous
2.	Provides ongoing reports to management which includes preparing written reports and giving oral presentations of code enforcement inspections and program performance analyses.	Occasional
3.	Oversees and coordinates resources and daily operations of a number of inspection projects in one or more technical building trades disciplines which includes: establishing and monitoring work plans; ensuring compliance with applicable codes and standards; assisting in the evaluation of new and existing programs; and, relocating resources as needed.	Continuous

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4.	Undertakes the customer service and public relations function which includes: providing technical support and departmental information to staff, the public, other City departments, and outside agencies; participating in the development of outreach materials; investigating complaints; representing the City and department in external forums; and, giving presentations to a variety of groups.	Occasional
5.	Participates in researching, developing, implementing, and evaluating new division processes and procedures; prepares building inspection plans; negotiates and monitors building contractors' activities within prescribed guidelines.	Occasional
6.	Performs inspections on unique or difficult projects which includes identifying and scheduling industrial, commercial, and residential facilities for inspections.	Occasional
7.	Resolves disputes and politically sensitive issues regarding compliance with codes, regulations, ordinances, standards, and contract agreements.	Occasional
8.	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 *Created /80; Rev & Cons. 1/01 (formerly Supervising Building Construction Inspector, Supervising Building Inspector, Supervising Plumbing/Mechanical Inspector, Supervising Electrical Inspector); Rev 10/04, Rev & Ret 6/15 (formerly Building Inspector, Supervisor Certified); s005*