



CITY OF BANNING, CALIFORNIA

Senior Building Inspector

Job Code: 3215

FLSA ☐ Exempt ☒ Non-Exempt

JOB DEFINITION: Under general supervision, oversees and performs a wide variety of skilled plan examinations of structures to ensure compliance with the City's Municipal Code, California Building Electrical, Plumbing, Mechanical and Energy Codes; applicable Federal and State regulations. Performs technically advanced and complex inspections of residential and commercial buildings and their components, directs and supervises field inspectors and Building Division counter personnel.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Performs complex plan checking tasks related to residential, commercial and industrial construction projects throughout the City. Acts as project coordinator for routing plans and tracking status of plans while they are being checked by the Building Division and other City Divisions.

Performs complex inspections of structures and electrical, mechanical and plumbing installations in the City. Assists building inspectors with inspections when necessary. Provides information to the public relating to the requirements of established building codes. Writes reports relating to the review plans for and the inspection of new and existing structures in the City. Plans, directs and reviews the work of building inspectors and Building Division counter personnel

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of construction and engineering concepts.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in conducting effective plan reviews and building inspections.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in directing and evaluating the work of subordinate employees.

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MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** two (2) years of building inspection and/or code enforcement experience **AND** two (2) years plans examination experience

ADDITIONAL REQUIREMENTS: Must have at the time of application an International Code Council (ICC) Certification **AND** Plan Review. Must have at the time of application and must maintain a California driver license. May be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.