

December 5, 2002

Honorable Mayor and Members of
The Hermosa Beach City Council

City Council Meeting of
December 10, 2002

**Review and Approval of Revised Class Specification for Senior Building
Inspector**

Recommendation

Staff recommends that the City Council approve the class specification for Senior Building Inspector

Background

The current Senior Building Inspector has announced his retirement effective the first of the new year. As such it is appropriate at this time to update the class specification for this position prior to beginning a recruitment and examination to hire a replacement. The proposed changes are indicated with strikeouts of language to be deleted and underscore of the new language.

Analysis

Minor changes to the definition are proposed to reflect the change in title of the department head to which this position reports and to reflect the specific responsibilities for the building division of the department.

Minor changes were made to the duties section to more clearly define the examples of duties performed. The most significant change to the qualifications guidelines was to add a statement regarding the ability to respond to and resolve complaints and disputes regarding the application of the various codes.

No change is proposed in the level of education required. However, the language has been significantly changed to more clearly define the requirement. The number of years of experience required was increased to establish a consistent progression from the Building Inspector class and to be more consistent with industry standard and what is more appropriate for the level of this class.

Finally, ICBO certification is added as a requirement.

The Civil Service Board reviewed and approved the proposed class specification at their meeting of December 4, 2002. Following approval by the City Council, staff will begin a recruitment and examination to fill the position.

Respectfully Submitted:

Concur:

Michael Earl
Personnel & Risk Management Director

Stephen Burrell
City Manager

CITY OF HERMOSA BEACH
Class Specification

SENIOR BUILDING INSPECTOR

DEFINITION

Under the administrative direction of the Director of Building and Safety Community Development Director, the Senior Building Inspector shall coordinates and supervises the plan check and inspection activities of the department; acts for the Director in his absence on matters concerning the Building Division; and serves as staff liaison to the Board of Appeals.

EXAMPLES OF DUTIES

Duties of this position include, but are not limited to: Supervision of building inspectors and other department personnel; conducts inspections of residential, commercial, and industrial buildings and other structures for compliance with applicable codes; reviews plans for projects including construction, repair, maintenance, or alterations for code compliance; coordinates review of plans by other departments or agencies as required; schedules and coordinates sub-contractor plan review process; investigates violations concerning the provisions in the California State Building Standards Codes and takes appropriate actions to ensure professional execution of field operations; provides information to contractors, architects, and the general public regarding applicable code provisions; responsible for training and evaluation of inspection personnel.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities: Knowledge of California State building standards code and ability to become familiar with and interpret local building, planning and zoning code regulations. City, County, State and Federal codes and statutes regulating the construction of buildings. General knowledge of construction law and legal enforcement procedures; structural analysis and energy analysis of buildings; methods of construction and quality of materials. Ability to supervise; administer the department during the Director's absence. Knowledge of public relations and ability to handle customers satisfactorily. Ability to respond to inquiries, complaints and requests for services in responsive, tactful and fair manner; maintain complete records and logs and reports on field investigations; establish and maintain cooperative working relationships with the public and other City personnel. Knowledge of principles of budgeting the permit review process and code adoption process. Ability to prepare written reports and letters.

Education and Experience: Educational equivalent to graduation from an high school. ~~Two years of post high school education with at least 32 semester units in construction technology or engineering. Matriculation with AA degree or junior standing in a California accredited college or university~~ with an AA degree in Construction Technology, engineering or a related field. Four years experience in building trade construction work; and ~~two~~ four years experience as a building inspector. Previous experience in supervisory capacity is ~~desirable~~ required.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment. ICBO Certification in building inspection, plans examiner and combination dwelling inspection.

Approved by the Civil Service Board: 12-04-02

Approved by the City Council: