

**CITY OF MANHATTAN BEACH
PRINCIPAL BUILDING INSPECTOR**

JULY 2001

DEFINITION:

Under general direction from the Building Official, provides technical supervision to subordinate building inspection staff, participates in building inspection work performing the more complex inspections and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to the following: Coordinate and supervise the inspection of residential and commercial construction to secure compliance to all pertinent building, plumbing, mechanical, electrical codes, City codes, and applicable acts of the State of California; Inspect buildings and similar structures that are being constructed, altered, moved or demolished to see that work being done complies with provisions of the building, plumbing, mechanical, electrical and related codes and ordinances; Determine that buildings and structures are being constructed in a safe manner in accordance with approved plans and specifications; Assign and distribute inspection activities to subordinate building inspection personnel; Review and resolve difficult and complex inspection and enforcement problems, issues and conflicts; Review plans for compliance with applicable codes, ordinances, and regulations; Supervise and train subordinate inspection personnel including contract inspection staff; Investigate and resolve complaints against inspectors involving code interpretation or personal behavior; Supervise and inspect existing buildings or structures to determine hazardous conditions; Provide information to builders, architects and the general public regarding requirements of building codes and ordinances; Investigate reports of violations and issue stop work orders and citation notices when necessary; Keep records of inspections made and actions taken; Prepare and evaluate reports on building activities, deputy inspector reports, and reports by material or testing laboratories; May be required to work shifts, weekends, and/or holidays.

QUALIFICATIONS:

Training and Experience: Two years of experience at the level of Senior Building Inspector with the City of Manhattan Beach –or- six years of increasingly responsible building inspection experience with a governmental agency. Certifications by the International Conference of Building Officials or by another model code organization as a Building Inspector and a Combination Dwelling Inspector are preferred. Said certifications will be required within two years from date of hire. License: Must have a valid California “C” driver’s license at the time of employment.

Knowledge, Skills, and Abilities: Knowledge of pertinent building, plumbing, mechanical, electrical, fire, energy, disabled, and zoning codes and ordinances; proper construction methods in building, plumbing, electrical, and mechanical work; and general safety orders. Ability to read and interpret building construction plans and specifications; maintain records and prepare progress reports; work tactfully and effectively with other City personnel, building contractors, workers and the public; and provide technical supervision to building inspection and contract inspection staff.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the employee travels to specific locations, frequently lifts and/or moves up to 35 pounds; is frequently required to talk, hear, stand, walk, crawl, stoop, and climb ladders. The employee works outdoors and will be exposed to variable weather conditions. Specific vision abilities required include close, distance, depth perception, and the ability to adjust focus.