

SUPERVISING COMMERCIAL BUILDING INSPECTOR**DEFINITION**

Under supervision, supervises field personnel engaged in plan review or building construction, electrical, plumbing and mechanical inspection of commercial, industrial, and residential projects for compliance with applicable regulations of the Fresno Municipal Code.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Division Manager. Exercises supervision over assigned subordinate staff.

DISTINGUISHING CHARACTERISTICS

Supervising Commercial Building Inspector is the first-line supervisory class in the construction commercial building inspector series. Incumbents supervise subordinate field personnel engaged in the enforcement of pertinent codes, ordinances, and regulations related to building construction and the installation of electrical, plumbing and mechanical systems in public or private building projects permitted within the City of Fresno. This class is distinguished from Building and Safety Services Manager in that the incumbent of the latter directs the entire operation of the program/division. It is distinguished from the Senior Commercial Building Inspector in that incumbents of the latter perform the full range of inspection duties but do not have supervisory responsibilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Supervises staff assigned inspection duties of high-rise, industrial, commercial, multi and single family residential, change of occupancy, and/or relocations.

Implements improvements in field inspection procedures and operations; develops quality control programs; prepares and conducts training programs for inspection staff; submits written agenda and reports for training records.

Reviews and assists staff with complex plans or details, providing direction and guidance in the inspection process.

Reviews and monitors project construction, staff inspection records and documentation, and final record processing and completion.

Reviews, monitors, and responds to complaints and prepares reports and legal notices in accordance with departmental policies and legal requirements related to the enforcement of the Fresno Building Code.

May perform or assist in plan review of proposed projects for code compliance.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

California Building Code standards, Fresno Municipal Code and pertinent state, local and regional regulations.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Establish and maintain cooperative and effective working relationships.

Read and interpret construction plans and specifications, and knowledge of practices used in the design and installation of building, electrical, plumbing, and mechanical systems in residential, commercial, and industrial building occupancies and accessory structures.

Conduct inspections; issue notices and enforce regulations.

Interpret and enforce the provisions of codes and ordinances with tact, firmness, and impartiality.

Speak clearly and concisely, make sound decisions and establish and maintain effective working relationships.

Read and prepare clear, concise, and comprehensive written reports, records, correspondence, and other written materials.

Detect substandard work and materials.

MINIMUM QUALIFICATIONS

Experience:

Four (4) years of journey level trades experience as a contractor (with electrical, plumbing, or mechanical emphasis); OR, four (4) years of journey level trades experience as an electrician, plumber, or air conditioning mechanic involved in commercial or industrial construction (one (1) year at a supervisory level);

Education:

Completion of sixty (60) units from an accredited college or university with major course work in one of the following: Construction technology, architectural drafting, industrial technology, electrical engineering, mechanical engineering, engineering, engineering technology or closely related field.

Additional experience may be substituted for the required education on a year-for-year basis.

Special Requirements

Possession of a valid California Driver's License.

Incumbents selected after January 1, 1994 must acquire certification from the International Code Council or International Association of Plumbing and Mechanical Officials as a Certified Commercial Building, Commercial Electrical, Commercial Plumbing or Commercial Mechanical Inspector during the first two years of employment and maintain the required certificate for the entire term of employment in this job classification.

Certification as a Commercial Combination Inspector or a Combination Inspector is desirable.

APPROVED: _____
Director of Personnel Services

DATE: _____