

**CITY OF FONTANA
SUPERVISING BUILDING INSPECTOR**

DEFINITION: Under general supervision of the Building Official, this position will provide direct supervision of the building inspection staff, will provide information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from higher level Building Division management staff.

Provides direct supervision over building inspection staff.

ESSENTIAL FUNCTIONS: The incumbent will have the ability to:

- Recommend and assist in the implementation of goals and objectives; implement policies and procedures.
- Provide direct supervision over lower level staff, including performance review and evaluation.
- Provide technical assistance and educational programs to other building inspection staff in area of assigned specialization.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and handles complaints regarding substandard structures that lead to the rehabilitation/demolition of these structures.
- Ascertain conformance to Building, Mechanical, Plumbing and Electrical Codes, and pertinent provisions of State and County health and environmental ordinances.
- Oversee the coordination of inspection activities with other City departments and divisions.
- Perform field inspections as required.
- Assist in verifying adherence to zoning and general land use regulations.
- Maintain detailed records and prepare reports.
- May assist in the management of Community Development Block Grant (CDBG) funds.
- Participate in budget preparation and administration.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily duties. Requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer keyboard. The need to lift, carry and push tools, equipment and supplies weighing up to 25 pounds is required. Employee may be required to work in all weather conditions including wet, hot and cold; also, fumes, dust and air contaminants. The position also requires both near and far vision when inspecting work and reading written material and acute hearing when providing telephone service.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Building related codes and ordinances enforceable by the City, including the California Building, Electrical, Plumbing and Mechanical Codes.
- Advanced principles and techniques of building inspection work.
- Principles and procedures of record keeping and reporting.
- Principles of supervision, training and performance evaluation.
- Principles of budget preparation.

Experience: Three years of responsible combination building inspection experience and a minimum of one year of supervisory experience.

Education: Equivalent to completion of the twelfth grade. Supplemented by specialized college level courses in construction technology, personnel supervision and administration, or a related field.

License/Certificate: Possession of, and continuously throughout employment, a valid California driver's license. Possession of an International Code Council building inspector certification or equal.