



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: PRINCIPAL BUILDING INSPECTOR

DEFINITION: Under general direction, plans, organizes and directs the work of a section of the Building and Safety Bureau of the Department of Planning and Building.

DISTINGUISHING CHARACTERISTICS:

The Principal Building Inspector is the first full supervisory level in the Building and Safety Bureau. Under minimal supervision, performs the most complex and most specialized technical inspections and enforcement of the various building codes and regulations.

EXAMPLES OF DUTIES:

- Assigns, supervises and coordinates the work of field and/or counter inspectors engaged in the enforcement of building codes, housing codes, zoning regulations, house moving and billboard regulations, the California state Housing and Trailer Acts, and the checking of permits, plans and specifications for compliance with applicable codes and ordinances relating to building construction and conservation;
- Interprets code requirements and regulations and establishes policies and procedures for the enforcement of ordinances pertaining to housing, conservation and rehabilitation;
- Coordinates assigned sections' activities with those of the other divisional section, counter section, and other organizational elements of the department, as well as with other public agencies and City departments;
- Supervises and participates in major and complex inspections;
- Issues stop work orders in cases of non-compliance with the building ordinances and regulations, zoning requirements, and other regulations;
- Investigates, evaluates and prepares complaints for the prosecution of violations of building and related codes;
- Attends court to provide testimony, be an expert witness, and provide facts regarding violations;
- Coordinates and prepares recommendations for revising and amending building codes;
- Confers with contractors, architects, builders, and mechanical engineers regarding building problems;
- Makes presentations to the Board of Examiners, Appeals and Condemnation, City Council, and other regulatory bodies;
- Trains and evaluates the work of assigned subordinates;
- Assists in preparation of divisional budget;
- Ensures proper maintenance of records;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- Two or more years experience in any combination of the following classifications: Senior Combination Building Instructor, Senior Electrical Inspector, Senior Mechanical Inspector, or Senior Plumbing Inspector;
- Current ICBO certification;
- Ability to effectively communicate both orally and in writing;
- Ability to use personal computers;
- Willingness to work weekends, holidays and irregular hours as necessary;
- Proof of valid motor vehicle operators license at time of appointment.

HISTORY:

Revised: 06/02 KB:slrk

Approval/Adoption Dates: 06/17/02 Human Resources Department
07/10/02 Civil Service Commission