

CHIEF BUILDING INSPECTOR**NATURE OF WORK IN THIS CLASS:**

This is administrative and technical work involved in planning and directing building inspection programs in the issuance of building permits, occupancy certificates and release of power inspection reports for the Department of Public Works.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans and directs the functions and activities of the Building Permit Division to ensure compliance of blueprints of building and construction - laws, codes, specifications and other applicable regulations in pursuance of a permit, occupancy permit, and inspection reports.

Evaluates, verifies and approves architectural plans with the corresponding specifications, valuation and other necessary building documents of projects to ensure compliance with pertinent construction codes and regulations.

Participates in the development of permit procedures and other program guidelines.

Prepares and submits reports on the status of all existing, on-going, and proposed public and private building developments in the Territory to counteract against unsafe and dangerous structures and/or land developments.

Investigates and resolves complaints concerning alleged violations to pertinent laws and regulations.

Accompanies and/or provides assistance to subordinate inspectors in the office and/or on the field when difficult problems are encountered.

Analyzes and evaluates inspection reports and insures appropriate corrective actions are followed and complied with.

Assists the Building Official in the preparation of the budget.

Directs the undertaking of continuing research on building materials, design and methods of construction and implements/recommends appropriate changes in program requirements to conform to current construction planning, development and enforcement.

Maintains records and reports.

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Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of construction practices, methods, techniques, materials and equipment.

✓ Knowledge of engineering methods and techniques.

✓ Ability to plan and direct building inspection programs having territorial-wide coverage to ensure compliance with fire, safety, and safety provisions.

Ability to learn, interpret and apply pertinent building laws, zoning codes, regulations and other program guidelines.

✓ Ability to read and interpret engineering and architectural plans and specifications for construction control purposes.

Ability to direct the enforcement of construction regulations and requirements with firmness, tact and impartiality.

Ability to formulate and enforce building inspection policies and procedures.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

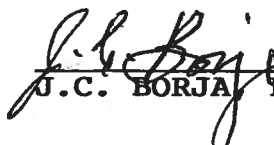
MINIMUM EXPERIENCE AND TRAINING:

a) Four years of experience in building inspection work; a Bachelor's degree in engineering or construction or industrial technology or related fields, or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Pay Range: 36


J.C. BORJA, Executive Director