NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: August 30, 2012
Re: Notice of Proposed Classification Actions –Final Notice No. 5 FY 12/13 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 30, 2012.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Micki Callahan, DHR
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 5
Fiscal Year: 2012/2013
Posted Date: 08/21/2012
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

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<th>Item #</th>
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<td>Senior Building Inspector</td>
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<td>Chief Building Inspector</td>
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For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.


cc: All Employee Organizations  
    All Departmental Personnel Officers  
    DHR – Employee Relations Unit  
    DHR – Class and Comp Unit  
    DHR – Recruitment and Assessment Unit  
    DHR – Support Services  
    Anita Sanchez, CSC  
    Linda Cosico, DHR  
    Maria Newport, SFERS  
    E-File
CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES  

Title: Building Inspector  
Job Code: 6331  

INTRODUCTION  

Under direction, performs responsible inspection work in connection with the construction and modification of buildings or other structures both public and private with respect to the use of materials and conformance with building and housing codes and approved plans and specifications; and performs related duties as required. Requires responsibility for: explaining and enforcing existing ordinances and code regulations applicable to construction and reconstruction and urban renewal and rehabilitation activities; making regular contact with property owners, contractors or their representatives, and representatives of outside organizations in connection with inspection activities and the enforcement of codes relating to building, housing, health, and sanitation, laws and ordinances pertinent to building construction and housing; preparing and submitting records and reports on the above activities.  

DISTINGUISHING FEATURES  

The Building Inspector performs journey level work in building inspection and assigned areas, and is distinguished from Senior Building Inspector who is responsible for more difficult projects and the supervision of professional staff.  

SUPERVISION EXERCISED  

None  

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES  

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.  

1. Inspects materials and methods employed in the construction and repair of public buildings or other structures for conformity to the construction plans and specifications set forth therein; assures adherence to laws, codes and ordinances regulating public building construction; and reviews and resolves routine field construction problems that may include identifying and referring difficult problems for resolution.  

2. Prepares periodic progress and related reports on assigned projects; reports on work performed and time utilized by the various crafts assigned to projects; coordinates work sequences of various contractors participating in assigned projects; investigates complaints on completed projects and initiates necessary remedial action.  

3. Inspects buildings or structures to ensure that the construction, alteration or maintenance work being performed complies with applicable building codes, ordinances and laws; observes violations of other codes and notifies the proper agency; interviews applicants for building permits; provides information on building codes, laws and ordinances; estimates cost of proposed construction in order to establish a proper building permit fee; investigates complaints referred from other agencies; assists property owners and provides information on the application of building codes; reviews applications and plans submitted for building permits; issues Certificate(s) of Final Completion and Occupancy when code violation(s) are abated; and
prepares work summaries, reports and correspondence.

4. Makes special investigation of buildings and structures for possible condemnation or removal; advises property owners of such buildings or structures as to necessary revision to bring buildings and structures up to code requirements. Performs and participates in inspections in the event of emergencies and disasters per the citywide disaster plan.

5. Performs periodic inspections of existing buildings and structures for compliance with building codes; conducts enforcement investigations of non-permitted work and/or substandard buildings; reviews conditions noted in previous inspections as hazardous or violations for code compliance; determines the nature and extent of any violations and provides the necessary corrective action; prepares violation and ‘Stop Work’ notices, and related documents; investigates complaints and follow-up to assure correction of code violation; reviews and approves plans to correct code violation(s); and may inspect multiple dwellings with respect to the issuance of permit of occupancy. Prepares and processes forms and records on the enforcement activities related to code violations, including issuing citations which may require court appearances and coordination with other departments and agencies.

6. At the Department of Public Works, inspection areas include hospital facilities.

8. At the Airport, inspection areas include passenger terminals, aircraft hangars, and maintenance facilities.

9. At the Port, inspection areas include tenants, houseboats and marinas for code enforcement and compliance.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires considerable knowledge of: building construction methods and techniques as well as the properties and uses of a wide variety of construction materials and equipment; the laws, ordinances, buildings or other structures as well as health and sanitation codes; and building design.

Requires skill in the use of surveying instruments.

Requires ability to: read and interpret blueprints, plans, and specifications; inspect and analyze building construction methods and materials; deal effectively with property owners, contractors and others with respect to code or contract enforcement; prepare clear and concise reports on inspection activities.
MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Experience:

Four (4) years of building construction work experience responsible for the supervision of building construction and/or inspection as a carpenter supervisor, or as a superintendent of building construction, or as a licensed building contractor with an annual gross contract value of $750,000 in business, or a civil engineer or an architect responsible for the supervision of building construction and/or inspection.

Substitutions:

1. Possession of a Commercial and Residential Building Inspector certificates issued by the International Code Council (ICC) may substitute for six (6) months of the required experience.

2. Possession of a Building Plans Examiner certificate issued by the International Code Council (ICC) may substitute for six (6) months of the required experience.

3. Completion of a Building Inspection certificate program from an accredited college or university may substitute for one (1) year of the required experience.

LICENSE AND CERTIFICATION

Possession of a valid Class C California driver license.

Possession of the Commercial and Residential Building Inspector certifications or the Building Plans Examiner certification, issued by the International Code Council (ICC), is required within two (2) years of appointment. Inspectors must maintain the certification as a condition of continued employment.

SUPPLEMENTAL INFORMATION

These positions require the ability to work in inclement weather; and possible exposure to hazardous conditions found in and around damaged buildings, structures or construction sites. Also required is the ability to move into and out of vehicles frequently, buildings, tunnels, ditches, and other related areas; to climb or crawl into and out of spaces which must be inspected; and to use ladders, scaffolds and other special equipment. These positions require the operation of a motor vehicle in order to visit inspection sites and to respond to emergencies and disasters. The nature of work includes customer service, responding to difficult situations, and performing plan review that requires sitting for prolonged periods of time under normal office conditions.
Title: Building Inspector  
Job Code: 6331

PROMOTIVE LINES

To: 6333 Senior Building Inspector

From: Entrance examination

ORIGINATION DATE:

AMENDED DATE: 9/14/70; 08/30/12

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD
INTRODUCTION

Under direction, the Senior Building Inspector monitors and reviews records, reports and correspondence of subordinate personnel; performs inspections of buildings and structures as necessary; interprets and explains codes, regulations, ordinances, and laws pertaining to building construction and maintenance; prepares investigation reports; resolves conflicts between the public and subordinates; represents the department at various meetings, hearings, commissions and boards; coordinates and maintains records of training on safety and health issues for subordinate staff; may act as a team leader for emergency purposes during times of disasters; and performs related duties as required.

DISTINGUISHING FEATURES

This is the senior-level position in the Building Inspector series. The Senior Building Inspector is distinguished from the Building Inspector by the responsibility for more difficult and complicated programs or projects, and the supervision of professional staff. Senior Building Inspectors are distinguished from the Chief Building Inspector in that the latter plans and directs the activities of a building inspection unit or regularly supervise a major program or project.

SUPERVISION EXERCISED

Senior Building Inspectors supervise a group of building inspectors and/or subordinate staff whose primary functions are plan review, field inspections and/or code enforcement.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Supervises building inspectors and/or subordinate staff by assigning, monitoring, and evaluating their work; and providing training to inspectors on the interpretation and application of building codes, related ordinances and laws in order to ensure that departmental policies and procedures are adhered to, and that applicable codes, ordinances and laws are properly enforced.

2. At the Bureau of Construction Management, the Senior Building Inspector manages a construction project to ensure quality control and code compliance.

3. Reviews and revises records, reports, correspondence and plan review, such as records of inspections, daily reports, letters to members of the public, notices of violation, plan review comments and correction notices prepared by building inspectors when necessary to ensure that the work is being performed correctly and in conformance with departmental policies, procedures, work standards, goals and objectives.

4. Interprets and explains the codes, regulations, ordinances and laws which govern building construction in the City and County of San Francisco, such as the Building Code, Housing Code, Mechanical Code, State Building Standards, Title 24 accessibility requirements and
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Building Inspector
Job Code: 6333

energy conservation standards, appeal procedures, abatement processes, and permit processing to staff and others, including architects, engineers, contractors, and the general public.

5. Ensures that information concerning the department procedures is disseminated accurately; and resolve conflicts between staff/inspectors and general public (contractors/property owners) during plan review and field inspection activities.

6. Represents the department at meetings, hearings and in court by preparing evidence and/or appearing before such bodies as the Board of Supervisors, Building Inspection Commission, judicial committees, Access Appeals Commission, Unreinforced Masonry Building Appeals Board, Board of Permit Appeals, the Abatement Appeals Board, and other boards and commissions in order to testify or present information regarding code violation cases and other related matters.

7. May act as a team leader for emergency response on behalf of the department.

8. Makes site visits and reviews plans with or without subordinate staff to check buildings and other inspections performed by staff.

9. Observes, assists and reviews procedures utilized by staff during inspections.

10. Performs inspections when subordinate staffs are absent or as necessary in order to ensure that inspections are performed correctly and completed in a timely manner.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the principles, practices, purposes, scopes and techniques of various phases of building construction; the uses and characteristics of construction, materials and equipment; federal, state and local codes, regulations, ordinances and laws which govern building construction; and principles of supervision.

Ability to: collect, analyze and interpret complex data; assess information in a variety of forms and from various sources and make judgments and recommendations; prepare written reports and make oral presentations of findings and recommendations in public hearings; and work effectively in a team environment; establish and maintain cooperative relationships with government agencies, community groups, special interest advocates, permit applicants, and the general public; carry out complex inspections or projects; work collaboratively with staff and others; present technical information to a general audience; and operate a motor vehicle in order to visit inspection sites and to respond in case of emergencies.
Title: Senior Building Inspector  
Job Code: 6333

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Experience:

Two (2) years of verifiable experience as a building inspector with a public agency performing duties at a level equivalent to class 6331 Building Inspector with the City and County of San Francisco.

LICENSE AND CERTIFICATION

Possession of a valid Class C California driver license.

Possession of the Commercial and Residential Building Inspector certifications or the Building Plans Examiner certification, issued by the International Code Council (ICC), is required. Inspectors must maintain the certification as a condition of continued employment.

SUPPLEMENTAL INFORMATION

These positions require the ability to work in inclement weather; and possible exposure to hazardous conditions found in and around damaged buildings, structures or construction sites. Also required is the ability to move into and out of buildings, tunnels, ditches and other related areas; to climb or crawl into and out of spaces which must be inspected; and to use ladders, scaffolds and other special equipment. These positions require the operation of a motor vehicle in order to visit inspection sites and to respond in case of emergencies.

PROMOTIVE LINES

To: 6334 Chief Building Inspector
From: 6331 Building Inspector

ORIGINATION DATE: 9/8/71
AMENDED DATE: 6/5/02; 08/30/12
REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD
INTRODUCTION

Under general direction, the Chief Building Inspector manages and administers the assigned division(s), establishes inspection and operational procedures, interprets and explains codes, represents the department in front of boards and commissions, reviews and resolves complaints, performs building and structural inspections as necessary, and coordinates with other departments as a response team in the event of emergencies and disasters.

DISTINGUISHING FEATURES

This classification is distinguished from the Senior Building Inspector by the responsibility for planning and directing the work of staff in a building inspection unit or the supervision of professional staff in a major program or project.

SUPERVISION EXERCISED

Chief Building Inspectors supervise subordinate building inspector and/or clerical staff as assigned.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Manages/administers assigned division(s) by planning, directing, and evaluating the work of subordinate staff who provide information regarding inspection services to the public, review plans and permits, and perform inspections in connection with the construction and modification of buildings or other structures, and of buildings under investigation for code violations in order to ensure that department policies and procedures are adhered to and the applicable codes, ordinances, and laws are properly enforced. At the Department of Building Inspection, this includes the supervision of Senior Building Inspectors who supervise the daily operations of the Building Inspectors. Prepares the division’s budget by analyzing operational data and determining the needs of the division(s).

2. Interprets and explains codes, related laws and ordinances which govern building construction in the City & County of San Francisco such as the building code, housing code, mechanical code, state building standards, Title 24 accessibility requirements and energy conservation standards, appeal procedures, abatement process and permit processing to staff and others including architects, engineers, contractors, and the general public to ensure that the information concerning the department is disseminated accurately. At the Port, this includes marine terminal construction standards.

3. Represents the department at meetings, hearings, and in court by preparing evidence and/or appearing before such bodies as the Board of Supervisors, Building Inspection Commission, judicial committees, Access Appeals Commission, Unreinforced Masonry Building Appeals Board, Board of Permit Appeals, Abatement Appeals Board, and Board of Examiners in order to testify or present information regarding code violation cases and other matters concerning their respective division(s). This includes acting as the hearing officer on behalf
Title: Chief Building Inspector  
Job Code: 6334

of the Director.

4. Directs the preparation and maintenance of records and reports on abatement appeals board cases, statistical analyses, inspection activities, work orders, contracts, specifications, plans, cost estimates, emergency orders, and operational activities of the respective division(s) by assigning, reviewing, and revising when necessary, to ensure that such work is correct, complete, and in conformance with departmental policies and procedures.

5. Reviews complaints regarding inspection services, plan reviews, code interpretations, and/or code violations from property owners, port tenants, general public, other city departments, and various civic groups by researching pertinent codes, ordinances, laws and conducting investigations, taking appropriate actions, and informing complainant of findings in order to clarify and resolve problems.

6. Establishes inspection and operational procedures for the assigned division by reviewing existing policies and procedures and when necessary, revising or creating new procedures in order to effectively maximize staff and resources and/or conform to current laws, regulations, ordinances and codes regulating the construction and modification of buildings and other structures.

7. Reviews current codes, administrative bulletins and code rulings in order to inform staff of revisions and/or additions, and to provide management with input regarding the feasibility of such revisions or additions on current work processes and, if necessary, prepares recommendations for revisions or additions.

8. Oversees and performs building and other structural inspections as required by making field visits and checking for conformance to approved plans and specifications, and compliance with applicable codes, ordinances and laws. This includes coordinating with other departments as a response team in the event of emergencies and disasters such as fire, earthquake, explosions, and landslides. The Chief Building Inspector at the Port also performs pier inspections in a boat; and performs inspections in areas where there is known hazardous waste.

9. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the uses and characteristics of construction materials and equipment; present and past building construction methods and techniques; Title 24 accessibility requirements; and building codes, state building standards, and other codes, regulations, ordinances, and laws that govern building construction in the City and County of San Francisco and the State of California

Ability to: analyze information from appropriate sources to formulate and execute effective solutions; schedule and coordinate tasks or events in a logical manner so as to maximize staff and material resources and increase efficiency; plan, coordinate, monitor, and evaluate the work of subordinate staff and contractors; deal courteously, patiently and effectively with individuals from diverse backgrounds including staff, architects, engineers, contractors, owners, and
Title: Chief Building Inspector  
Job Code: 6334

general public; speak clearly and distinctly to express ideas and information in a concise and effective manner; listen, comprehend, and summarize information regarding policies, procedures, rules, and regulations; communicate clearly and effectively in writing; and move in and out of buildings, tunnels, ditches and other related areas.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Experience:

Four (4) years of verifiable experience as a building inspector with a public agency in a jurisdiction with a population of approximately 700,000. At least two (2) years of this experience must be at a level equivalent to class 6333 Senior Building Inspector with the City and County of San Francisco, which includes supervision of building inspectors.

LICENSE AND CERTIFICATION

Possession of a valid Class C California driver license.

Possession of the Commercial and Residential Building Inspector certifications or the Building Plans Examiner certification, issued by the International Code Council (ICC), is required. Inspectors must maintain the certification as a condition of continued employment.

SUPPLEMENTAL INFORMATION

These positions require the ability to work in inclement weather; and possible exposure to hazardous conditions found in and around damaged buildings, structures or construction sites. Also required is the ability to move into and out of vehicles frequently, buildings, tunnels, ditches, and other related areas; to climb or crawl into and out of spaces which must be inspected; and to use ladders, scaffolds and other special equipment. These positions require the operation of a motor vehicle in order to visit inspection sites and to respond to emergencies and disasters. The nature of work includes customer service, responding to difficult situations, and performing plan review that requires sitting for prolonged periods of time under normal office conditions.

In order to perform the essential functions of the class, Chief Building Inspectors with the Port must be able to lift and install an outboard motor onto a boat to navigate to piers and wharves in order to perform inspections.

PROMOTIVE LINES

From: 6333 Senior Building Inspector
Title: Chief Building Inspector
Job Code: 6334

ORIGINATION DATE: 9/14/1970

AMENDED DATE: 5/16/03; 08/20/12

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD