



June 2008

## **INSPECTION SUPERVISOR**

### **DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of building inspection staff within the Community Development Department; supervises, plans, and coordinates a comprehensive building inspection program, combination inspections of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, electrical, housing, and environmental codes, and other governing laws and ordinances, including zoning, grading, fire, and safety regulations; ensures conformance with approved plans, specifications, standards, permits, and licensing; provides complex staff assistance to departmental management staff in areas of expertise; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Building Official. Exercises direct and general supervision over clerical and technical staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the Building Inspector series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of building inspection staff either directly or through lead workers. Incumbents are also expected to perform the full range of building inspection duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Building Official in that the latter has management responsibility for all plans examination, inspections, and related programs and functions and activities of the City.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Building Division; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors activities of the building inspection work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Supervises and performs field inspections of new and existing residential, commercial, and industrial properties for conformance to codes, regulations, plans, specifications, and standards related to foundations, framing, electrical, mechanical, plumbing, housing, soil testing, access, life safety, and other functional elements.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings; resolves complaints and problems.
- Oversees and participates in investigating complaints regarding substandard housing, existing buildings, and new buildings to determine if code violations or problem conditions exist.
- Oversees the preparation of notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violations.
- Writes “stop work” orders for work being done without permits or in an unsafe manner.
- Supervises and conducts follow-up investigations to ensure compliance with applicable codes and ordinances; establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearings and court proceedings, as necessary.
- Supervises the Housing Maintenance Program; approves certificates of occupancy.
- Prepares and maintains variety of correspondence, reports, correction notices, and other written materials.
- Represents the City in meetings with members of public and private organizations, community groups, contractors, developers, and the public.
- Acts as the Building Official in his/her absence.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Basic principles and practices of budget development, administration, and accountability.
- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Concepts and practices of plan review.
- Applicable Federal, State, and local laws, codes, regulations, and departmental policies governing the construction of assigned projects, as well as enforcement of housing codes.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Mathematical principles including algebra and geometry.
- Modern office practices, methods, and computer equipment.
- Principles and procedures of record keeping.
- Basic computer applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Analyze, interpret, apply, and enforce applicable Federal, State, and local policies, procedures, laws, regulations, codes, and departmental policies governing the construction and inspection of buildings, as well as code enforcement of housing codes.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex building inspection duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Review and analyze construction plans, specifications, and maps for conformance with City standards and policies.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Coordinate and deal with contractors, engineers, and property owners, as well as investigate code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Read, understand, and interpret construction blueprints, plans, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials.
- Effectively represent the department and the City in meetings with other departments, public and private organizations, and individuals.
- Maintain accurate and precise records.
- Make accurate mathematic computations.
- Understand and carry out oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework in construction technology, building inspection, or a related field, and five (5) years of responsible experience inspecting residential, commercial, or industrial buildings, including one (1) year of lead or supervisory experience.

**Licenses and Certifications:**

- Possession of a valid driver's license with satisfactory driving record.
- Within six (6) months of appointment into the class, must obtain a State of Oregon A-Level Structural Inspector certificate.

- Within six (6) months of appointment into the class, must obtain a State of Oregon Building Official certificate or Oregon Inspector Certification combined with International Code Council (ICC) Building Official Certification.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field operations classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.