



**MARCH 2016**  
**FLSA: EXEMPT**

## **SUPERVISING INSPECTOR**

### **DEFINITION**

Under general direction, plans, organizes and provides supervision and oversight for daily inspection activities of subordinate Senior Inspectors and Inspectors engaged in commercial, industrial, residential or engineering construction inspection activities; performs a variety of complex and advanced inspection activities to enforce applicable laws and codes; provides technical leadership and advanced expertise to regular and contract inspection staff; coordinates inspection activities and priorities with those of other City departments; exchanges a variety of information with officials, developers, engineers, architects and contractors to resolve complex and sensitive inspection issues; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management staff. Exercises direct and general supervision over inspection staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the Inspector series. This classification may be assigned to either the Building and Safety Services Division or Public Works Department where incumbents assign, monitor and evaluate work of subordinate inspection staff. The type of inspections performed varies between the departments; however, the scope and level of work of each position are equivalent. Incumbents are expected to possess advanced technical skills and the ability to work cooperatively and effectively with a variety of public officials, departmental managers, contractors, engineers, developers and property owners to enforce applicable codes, ordinances and contract standards and to resolve potentially sensitive and high-dollar construction and building issues. The class is distinguished from the lower class of Senior Inspector by its full supervisory responsibilities.

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

*Management reserves the right 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.*

- Supervises inspection staff, including determining workloads and schedules, developing, interpreting and implementing policies and procedures, training and evaluating staff and making hiring, promotion and termination recommendations.
- Reviews and gives final approval on encroachment permit applications ensuring plans meet codes and regulations; develops permit conditions, requirements and procedures for non-routine circumstances; tracks permit fees.
- Reviews complex residential, industrial and commercial plans and specifications; inspects new and existing structures to ensure compliance with codes, ordinances, laws and regulations; prepares inspection reports; coordinates assigned activities with those of other departments,

- contractors and utilities; conducts pre-construction meetings; monitors construction sites for compliance and writes warning notices, stop work orders and correction notices and administers fines for violations; instructs inspection staff in construction methods and interpretation of codes and ordinances.
- Performs administrative support functions relative to the inspection program, including assisting in preparation of the annual budget for inspection activities; recommends equipment purchases, vehicle usage, staffing needs and adjustments to operational policies; maintains automated and hard-copy inspection records and data, including operation of computer permit, inspection and interactive voice responding systems.
- Responds to questions and complaints regarding codes and regulations, inspection schedules, inspection results and code compliance requirements; answers questions and provides information related to projects, including resolving problems and providing technical expertise to staff, the public, contractors and professionals.
- Analyzes workload and prepares estimates for annual inspection staffing and encroachment permit revenues; monitors and tracks expenditures for temporary inspection staffing and encroachment permit billing; orders equipment and supplies.
- 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 non-structural plan review.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures 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, geometry, and trigonometry.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **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.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures 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 logs, records, and basic written records of work performed.
- Make accurate mathematic computations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Operate office equipment and computer applications related to the work.
- 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.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that 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 and five (5) years of construction or building inspection experience which must have included two years of lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. Completion of college-level coursework in construction technology, pre-engineering or a field related to the work may be substituted on a year-for-year basis for up to two of the years of non-supervisory experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- The position assigned to the Building Services Division must possess one or more of the following ICBO or equivalent certificates: Combination, Building, Plumbing, Mechanical or Electrical.

### **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 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.