

Code: 2652

Title: BUILDING INSPECTIONS SUPERVISOR

SUMMARY: Supervises and coordinates activities of staff performing field building inspections to assure compliance with County building and related codes, laws, ordinances, statutes and construction permits.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises and coordinates the inspection activities, work assignments and daily operations of the Field Building Inspections Unit to insure enforcement of County building codes and related codes, standards and permitted activities;

Supervises, monitors and evaluates daily work of Building Inspectors;

Reviews daily inspection records and work logs of inspectors for accuracy, clarity and completeness and takes or directs corrective actions for discrepancies;

Reviews building inspection operations to seek more efficient and effective ways of providing services;

Provides or coordinates provision of technical training in building inspection processes to staff;

Conducts complex, emergency and special assignment inspections and assigned investigations;

Investigates, resolves and documents disputes, complaints and technical problems arising from field inspections;

Provides technical assistance and information to field building inspectors, engineers, owners, contractors and construction permit holders to assist resolution of discrepancies found in field inspections of work-sites;

Identifies discrepancies, potential conflicts and recommends changes to codes, laws, ordinances and technical standards to management;

Prepares and maintains manual and computer-based files of work performed, reviewed and in-progress;

Compiles statistics and prepares management reports on vehicle utilization/maintenance, field inspector productivity and staff/personnel actions;

Prepares and submits routine, recurring and special reports to management;

Operates and performs operator-level servicing of assigned County vehicles;

May represent the Building Codes Division at regional and national building inspection meetings, workshops, symposia and like events.

KNOWLEDGE & SKILLS:

Knowledge of:

- commercial, industrial and residential building construction methods, practices, materials and equipment;
- County building codes, laws, ordinances and statutes relative to commercial, industrial and residential structures;
- Model Building Codes and related construction industry standards;
- processes and procedures of construction field inspection;
- County information and reporting systems;
- principles and practices of employee supervision, evaluation and training;
- principles and practices of administrative management.

Skill in:

- interpreting and applying County building codes, laws, ordinances, statutes and construction industry standards;
- analyzing construction plans and specifications for compliance with codes and standards;
- performing field inspections and special investigations of complex construction projects and documenting findings;
- assisting staff in the application and interpretation of codes and standards;
- resolving, investigating and documenting disputes, complaints and technical problems arising from field inspections;
- maintaining manual and computer-based records;
- preparation of routine, recurring and special reports;
- communicating effectively;
- coordinating, supervising and evaluating assigned staff work performance;
- developing and implementing staff training programs;
- operating and performing operator-level servicing of assigned vehicles.

MINIMUM QUALIFICATIONS:

Five years of experience in a public-sector building codes/enforcement setting as a Codes Enforcement, Building or Plans Inspector, and International Code Council (ICC) certification as a Combination Inspector, plus one year of supervisory or lead experience in a building inspection/enforcement setting. [Current certification as both a Residential Combination Inspector and Commercial Combination Inspector may be substituted for the Combination Inspector certification.] {Supervisory/lead experience may be concurrent with the required general experience.}

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D Driver's License is required at the time of appointment. ICC Combination Inspector certification is required at the time of appointment and this certification must be maintained as a condition of employment (Current certification as both a Residential Combination Inspector and Commercial Combination Inspector may be substituted for the Combination Inspector certification). Failure to obtain/maintain the required license/certifications shall be grounds for termination.

Physical/Sensory Requirements: All positions require the ability to work outdoors in extremes of heat, cold, inclement weather and exposure to dust, dirt, wind, construction activities and materials and to traverse rough terrain on foot.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.