

Code: 2654

*Title: CHIEF CODES ENFORCEMENT /BUILDING INSPECTION
SUPERVISOR*

SUMMARY: This classification, reserved to the Development Services Department, supervises and coordinates the staff and activities of either the Codes Enforcement Unit or the Building Inspection Unit. It is distinguished from the Codes Enforcement Specialist and Building Inspections Supervisor by its coordination tasks and responsibility for the assigned work unit.

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

Directs and coordinates the activities of the assigned unit to insure correct and timely interpretation, application, inspection and enforcement of County and related building codes, ordinances, statutes, laws and construction industry standards;

Supervises and evaluates professional, paraprofessional and support staff in assigned unit;

Provides expert technical assistance in the interpretation and application of applicable codes and standards to staff, contractors, engineers, owners and permit applicants;

Identifies discrepancies, potential conflicts and recommended changes or new provisions for applicable codes, laws, ordinances and technical standards, for management attention and decision;

Monitors and evaluates staff production and field activities by review of associated reports, and takes or directs corrective actions where needed;

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

Develops and coordinates staff training programs and provision of instruction;

Reviews and recommends management actions in area of personnel, staffing, codes enforcement and resolution of disputes and appeals;

Consults with, advises and coordinates technical activities between Central Permits, Plans Examinations and other respective units for proper integration and compliance of unit operations and associated record-keeping;

Performs field inspections of complex construction activities for compliance with building codes, construction permits, and documents observations and findings;

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

Prepares routine, recurring and special reports for management;

Represents the Building Codes Division at various meetings, forums, symposia and related activities relative to building inspections and enforcement functions;

May operate and perform operator-level servicing of County vehicles;

May supervise or oversee investigations of complaints alleging building code violations.

KNOWLEDGE & SKILLS: (COMMON TO BOTH ASSIGNMENTS)

Knowledge of:

- modern commercial, industrial and residential building construction methods, practices, materials and equipment;
- standard industry practices of engineering related to building design and construction;
- County building codes, laws, ordinances and statutes relative to commercial, industrial and residential structures;
- Adopted Building Codes and related construction industry standards;
- processes and procedures of construction field inspection;
- techniques of engineering analysis of plans, specifications and engineering data;
- 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 applicable codes and standards;

- resolving discrepancies in construction plans and specifications with consulting engineers, architects, owners and contractors;
- performing field inspections of complex construction projects and documenting findings;
- assisting staff in the application and interpretation of applicable codes and standards;
- maintaining manual and computer-based records;
- preparation of routine, recurring and special reports;
- process improvement and quality management;
- communicating effectively;
- coordinating, supervising and evaluating assigned staff work performance;
- operating and performing operator-level servicing of assigned vehicles;
- developing and implementing staff training programs.

FOR CODE ENFORCEMENT UNIT ASSIGNMENT:

Duties/Responsibilities:

- investigates possible violations; photographs evidence, contacts responsible persons and composes letters;
- performs follow-up investigations to ensure remedial actions have been taken;
- develops and maintains manual and computer-based case files;
- prepares code violation case materials for hearings and court proceedings;
- testifies in court as necessary to prosecute cases.

Knowledge of:

- investigative principles and practices;
- rules of evidence, courtroom demeanor and testimony.

Skill in:

- applying investigative techniques useful in ensuring compliance with appropriate codes and ordinances;
- applications of rules of evidence in development of hearings and court cases;
- use of still, video and digital camera equipment to document field findings;
- negotiating with contractors, property owners and permit holders to remedy defects and discrepancies in work-in-progress and resolving stop-work orders.

FOR BUILDING INSPECTION UNIT ASSIGNMENT:

Duties/Responsibilities:

- engages in engineering-level technical evaluation and discussions with engineers, architects and other professionals.

Knowledge of:

- advanced principles of structural, electrical and mechanical design;
- advanced life-safety systems such as smoke control and detonation/deflagration mitigation.

Skill in:

- engineering-level field evaluations to determine if code compliance or intent has been met;
- mitigation of post-disaster emergency recovery and abatement.

MINIMUM QUALIFICATIONS:

For Building Inspection assignment: Five years of experience in a Building Inspection setting as a Codes Enforcement, Building or Plans Inspector and current active certification as an ICC Combination Inspector plus three years of supervision, lead or administrative experience in a building inspection setting. [Current certification as both a Residential Combination Inspector and Commercial Combination Inspector may be substituted for the Combination Inspector certification.] {Supervisory or administrative experience may be concurrent with general experience.}

For Code Enforcement assignment: Five years of experience in a Codes Enforcement setting as a Codes Enforcement, Building or Plans Inspector and current active certification as an ICC Certified Building Official plus three years of supervision, lead or administrative experience in a Codes Enforcement setting. [Supervisory or administrative experience may be concurrent with general experience.]

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require certification in a specialty area from a national organization at the time of appointment. For Building Inspection assignment, ICC Combination Inspector; for Codes Enforcement assignment, ICC Certified Building Official. Some positions may require additional certifications from a national organization in a trades-specific or specialty area within 24 months of appointment. Some positions may require a valid Arizona Class D Driver's License at the time of appointment. Failure to obtain and maintain the required licenses/certifications shall be grounds for termination.

Physical/Sensory Requirements: Some positions may 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.

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.