

DATE	May 2012
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Inspection Services Supervisor

DEPARTMENT/DIVISION: Development Services/Building Inspection

REPORTS TO: Building Official

SUMMARY:

Responsible for overseeing all commercial and residential building inspections and managing the daily activities of all Inspectors under the direction of the Building Official. Responsible for performing complex inspections in support of the City's one-stop shop program in building and zoning. Duties include: scheduling, leave approval, training, performance management, discipline, managing employee relations, performing work of Building Inspectors and assigning work to inspectors, preparing departmental reports, providing code interpretation, and providing code review revisions. Work is performed with general direction and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Supervises Inspectors to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Establishes performance measures for subordinates and evaluates employee performance.
- Prioritizes and assigns workload to building inspection staff to facilitate the efficient use of time and resources.
- Coordinates safety meetings and in-house training from departmental staff.
- Manages after-hour inspections and emergency inspections.
- Regularly accompanies inspectors on inspections to evaluate construction sites, provide guidance, and ensure consistency
- Performs field inspections of public and private construction and improvements for violations and/or compliance of plans, standards, specifications, regulations, permits, zoning and/or City code ordinances; inspects, approves, and/or rejects phases of construction.
- Prepares and issues verbal warnings, violation notices, and stop work orders to construction projects not being built in compliance with City standards and/or other applicable regulations; schedules and conducts formal hearings; maintains case files regarding inspections and violations; prepares monthly report files.
- Reviews and interprets approved construction plans, specifications, and special provisions as a basis for monitoring construction activities.
- Facilitates and attends pre-construction meetings and addresses concerns of interested parties, including contractors and citizens.
- Collaborates with other City departments regarding projects and areas of overlap.

- Receives and responds to concerns and/or complaints from contractors, engineers, departments, business owners, homeowners, citizens, and/or other interested parties.
- Performs project audits, which includes: documenting, compiling, and analyzing project information an annual basis.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• Supervisory responsibility over Building Inspectors.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of building inspection techniques;
- Knowledge of construction and building maintenance principles;
- Knowledge of construction methods, materials and testing procedures;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in prioritizing and assigning work to lower level staff;
- Skilled in scheduling and coordinating meetings and other related group processes;
- Skilled in providing customer service;
- Skilled in conducting field building inspections;
- Skilled in mediating hostile situations;
- Skilled in performing mathematical calculations;
- Skilled in maintaining records;
- Skilled in reading and interpreting construction plans, drawings, and specifications;
- Skilled in reading, interpreting, applying, and explaining laws, codes, rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in maintaining sensitive and confidential information;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively both verbally and in writing.

MINIMUM QUALIFICATIONS:

- Associates degree in Construction Management, Business or related field; or Four years of building and zoning inspections work.
- Four years experience as a master-level or journeyman-level tradesman; or Four years experience managing construction projects
- Requires Licensure as an electrician or plumber, or certification to inspect such work.
- Requires a valid State of Texas Driver's License.
- Additional certifications are required depending on types of inspections performed.

PREFERENCES:

- Bachelor's degree in Business Administration, Architecture, Engineering, Construction Management or other related field.
- State of Texas Plumbing Inspector's license
- Master or Journey Plumber or Electrician License.
- Prior supervisory experience.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in both standard office and outside environments, with potential exposure to adverse weather conditions.
- Work is performed in high and precarious places and near moving mechanical parts.
- Regular exposure to risk of electrical shock, vibration, fumes, and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.