

Job Title: Building Inspection Supervisor
Department: Community Development – Building
Reports To: Building Official
Open Date: January 18, 2019
Close Date: Open Until Filled
Salary Range: \$22.10 - \$33.14 per hour, DOE

Job Summary:

Performs administrative and professional duties in the planning, management and coordination of building inspection activities to ensure that all construction projects comply with adopted codes and ordinances. May develop and write ordinances, policy and technical documents for enforcement of the City's life/safety policies. Directs and supervises all Building Inspector I and II positions. Works independently while making decisions that requiring technical discretion and sound judgment. Work is performed under general supervision of the Building Official

Essential Duties & Responsibilities:

Plans, schedules, coordinates and directs Building Services Inspection staff tasked with ensuring that complex construction projects comply with adopted building codes and local ordinances;

Ensures quality of inspection and enforcement services provided by staff;

Monitors productivity and workloads of direct reports, and balances daily inspections;

Provides inspection reports and potential time in motion information of inspectors;

Ensures accurate and detailed inspection records are maintained;

Provides advanced professional and technical code interpretation and solutions to problems for staff and the public;

Assists inspection staff in utilizing conflict resolution techniques to diffuse tense situations with customers;

Formally manages projects by planning, scheduling and coordinating the on-site inspection and enforcement activities of other inspectors, departments, and outside county and state agencies as deemed necessary to address the issues of complex building projects or enforcement procedures on code violations;

Coordinates between all construction trades, from inception of permitting process to final issuance of certificate of occupancy;

May perform plan reviews, read plans and inspection of documents and project sites for compliance with adopted codes and specifications;

Posts Stop Work Orders, Not Approved for Use & Occupancy Postings when necessary after collaboration with the Building Official;

Oversees all building inspectors related to the aging inspection process and expired permits;

Drafts ordinances, resolutions and technical reports;

Oversees AM/PM residential concrete inspection processes/protocols for best service levels;

Recommends inspector tools and test equipment and oversees inventories and maintenance of such tools;

Attends training for continued education units and to stay current in the construction industry;

Maintains all professional certifications;

Reviews and approves correction notices, and other notices or orders drafted by inspection staff;

Regularly rides in the field with building inspectors to maintain a consistent team approach and high level customer service;

Applies extensive knowledge of state and local codes and legal precedents relating to the enforcement and interpretation of adopted building codes;

May act as an expert witness in court proceedings related to building code compliance on behalf of the City;

Participates in multi-disciplinary team meetings with members from the City to resolve issues and coordinate application of City adopted codes;

May at times represent the City and coordinate code issues with professional, industrial and trade boards/commissions;

Coordinates section-wide purchase of code books/documents and supporting training materials;

Develops building inspection related training programs and organizes continuing education programs for Building Division staff, employees and customers;

Attends training to maintain certifications, and reads related materials to stay current.

Supervisory Responsibilities:

Employees in this position are authorized to recommend and/or effect the full range of duties (with appropriate managerial review), including hiring, performance evaluations, assigning of significant duties, rewarding, exercise independent judgment to direct others work and have the authority to take corrective action; and, utilize people skills to communicate, motivate and direct or oversee a person, group, or department

Job Specifications:

High School diploma or GED;

Minimum of five years supervisory experience with a municipal building inspection team is required;

Certification as an ICC Commercial Building and Residential Building Inspector required at time of hire;

Commercial Energy Inspector and Residential Energy Inspector are required within 12 months of hire.

Other Desirable Training:

ICC Combination Inspector is desirable;

ICC Certified Building Official is desirable;

ICC Accessibility Inspector is desirable;

Engineering, Construction Management or a related field, or a Certificate of Achievement in Building Inspection Technology from an accredited college is desirable.

Knowledge, Skills & Abilities:

Establish and maintain effective working relationships with other employees and the public in a professional and positive manner;

Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations;

Provide and display team leadership and mentoring at all times;

Be a team player with an open mind and willingness to adapt to different situations;

Monitor legislation and technical developments that may affect the building industry. This shall include, but not be limited to attending meetings, conferences, workshops, and training sessions to become and remain current on principles, practices, and new developments;

Advanced knowledge of current local, state and federal building codes, rules and ordinances;

Advanced knowledge of the International Building Code (IBC); International Existing Building Code (IEBC); International Residential Code (IRC); International Energy Conservation Code (IECC); accessibility requirements of the IBC and referenced standard; ANSI A117.1; International Fire Code (IFC); code development and ordinance development processes; structural engineering principles; modern construction methods and materials for residential and non-residential structures; legal processes involved in the enforcement of codes and

ordinances; principles and practices of effective supervision; current computer software for word processing, spreadsheets, databases, email and internet applications;

Ability to interpret and apply national, state and local building codes to detect physical defects in construction and recommend corrections;

Ability to read and interpret building plans and specifications, and accurately compare to work being performed in the field;

Work independently and complete assignments in a timely fashion;

Efficiently prioritize work load assigned to subordinates, and accurately evaluate performance;

Establish and maintain effective professional working relationships with those contacted in the course of work;

Communicate clearly, effectively, and concisely, both orally and in writing;

Communicate complex technical requirements to homeowners and others with limited experience;

Ability to deal constructively with conflict and communicate effectively with people who are angry, frustrated or confused;

Operate current computer programs including email, word processing, internet, databases, and office equipment;

Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations;

Communicate effectively in the English language at a level necessary for efficient job performance;

Complete assignments in a timely fashion;

Understand and comply with all rules, policies and regulations;

Maintain prompt and regular attendance;

Perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without a reasonable accommodation.

Licensing:

Must possess and maintain a valid Idaho driver's license, and have a safe driving record.

Work Environment and Physical Demands:

The work environment will include indoor and outdoor weather conditions, and extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter;

Employees work in/at heights, confined spaces and are exposed to mechanical, electrical hazards;

Hazards associated with all conditions at construction sites for new and existing buildings in varying stages of completion: heavy equipment, falling hazards, open excavations and temporary safety installations;

Lifting/carrying up to 10 lbs., occasionally lifting/carrying up to 35 lbs.;

Pushing/pulling up to 10 lbs., occasionally pushing/pulling up to 35 lbs.;

Sensory ability to talk, hear, touch and feel;

Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance;

Position requires hand/finger dexterity;

The noise level is rarely loud;

Work in this position also includes close vision, distance vision, peripheral vision and depth perception;

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment:

The work environment will include inside conditions, outdoor weather conditions, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter. Employees work in/at heights, confined spaces and are exposed to mechanical, electrical hazards. Employees will also drive a vehicle as part of this position. Employees in this position must traverse construction site terrain and conditions, climb stairs, fixed and portable ladders, access crawl spaces and occasionally inspect in tight, cramped spaces.

Travel Requirements:

Local travel is required using city-owned vehicles.