



Inspection Supervisor

Summary

Monitor, supervise, and coordinate the building and public works inspection activities of the Public Works Department; participate in the more complex and difficult work of performing technical inspection. This position exercises formal and/or functional supervision over inspection field staff and perform a variety of technical and supervisory tasks relative to assigned areas of responsibility. In the course of performing the duties, this position requires independent action, discretion, and sound judgment within established management and technical guidelines.

Class Characteristics

General supervision is provided by the City Engineer; responsibilities may include direct or indirect supervision of support staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Coordinate and review work of staff responsible for building and public works inspection services.

Provide administrative support and assistance to management staff regarding matters affecting inspection services.

Review performance of subordinate personnel and initiate training programs according to demonstrated needs. Participate in the selection of staff.

Plan and participate in routine and more complex inspections and services.

Coordinate work between sections, divisions, departments, or other agencies.

Identify resource needs and review needs with appropriate management staff.

Examine plans and specifications to determine compliance with the provisions of applicable codes, standards, ordinances, and regulations.

Confer with engineers, contractors, builders, and the general public in the field and office.

Resolves conflict and disputes between subordinate inspectors and the public.

Respond to public inquiries in a courteous and professional manner; provide information within the area of assignment; and resolve complaints in an efficient and timely manner.

Recommend changes in office procedures, schedules, assignments and standards, and participate in developing and maintaining an effective, customer-oriented team.

Recommend changes or improvements in existing codes and regulations.

Perform related duties as assigned.

Skills/Abilities:

Plan, lead, and organize.

Read and interpret building/construction plans and specifications.

Explain, interpret, and enforce pertinent codes, ordinances, and regulations.

Ability to independently perform the complex difficult inspections and recommend field changes as required consistent with applicable codes, standards, regulations, and ordinances.

Exercise sound independent judgment within established procedural guidelines.

Maintain accurate records and prepare clear and concise reports, correspondence, and other written materials using a computer.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to sit. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is regularly exposed to outdoors weather conditions and regularly works in inside environmental conditions. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Materials, methods, and practices involved in building and/or engineering construction, alteration, and repair.

Applicable codes, standards, regulations, and ordinances governing building and/or engineering construction, alteration, and repair.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Five years of increasingly responsible experience as a journey-level worker in the construction trades. Lead and/or supervisory experience is highly desirable.

Certifications/Licenses:

Must possess a valid California Class C driver's license.

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