

**JOB DESCRIPTION**

**JOB TITLE:** Building Inspection Field Supervisor

**JOB NO:** PM073222

**JOB FAMILY:** Professional\Managerial

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**GENERAL SUMMARY**

To supervise, assign, review and participate in the work of staff responsible for performing building inspections; to assist the building inspectors in enforcing building codes and those ordinances related to building inspection; to coordinate assigned activities with other City departments; to assist the Plans Examiner with additional support and technical skills to expedite the permit process.

**SUPERVISION**

General supervision is provided by the Building Official. Responsible for supervision of the Building Inspectors and Commercial Building Inspectors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Plan, prioritize, assign, supervise and review the work of building inspectors responsible for providing both residential and commercial inspections.
3. Serve as backup to the Plans Examiner to assist in the review of construction plans; assist in the permit processing to expedite permit issuance.
4. Initiate, oversee and review inspections to ensure compliance with the codes and regulations; enforce and oversee proceedings.
5. Participate in the selection of Building Inspection staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Provide timely, accurate and thorough Performance Reviews for supervised employees.
6. Prepare various reports on field operations and activities.
7. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing building inspection services; implement policies and procedures.
8. Participate in the preparation and administration of Building Inspection budget; submit budget recommendations.
9. Respond to and resolve difficult and sensitive inquiries and complaints.
10. Issue citations for code and ordinance violations; testify in court as required.
11. Assist and advise building inspectors on difficult inspections; review applicable codes and make appropriate recommendations.
12. Coordinate and schedule pre-construction meetings between the building inspectors and contractors of prospective construction projects.
13. Provide responsible staff assistance to the Building Official and the Director of Code Compliance.

14. Have working knowledge of all codes and ordinances.

### **OTHER DUTIES AND RESPONSIBILITIES**

1. Oversee the maintenance and servicing of division vehicles.
2. Testify in court as an expert witness as necessary.
3. Perform other duties as assigned.

### **MINIMUM JOB REQUIREMENTS**

#### **Education:**

Bachelor's degree from an accredited college or university with major coursework in architecture, building technology, engineering or other related field.

#### **Experience:**

Three years of increasingly responsible experience in building inspection.

Professional level work experience may substitute for bachelor degree requirement. One year of professional level work experience may be substituted for each year of required education, up to a maximum substitution of four years. A High School Diploma or GED is required when substituting professional level work experience for the Bachelor degree requirement.

### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

Possession of a State of Texas Plumbing Inspectors License.

Possession of a Code Enforcement Certification issued by the State of Texas or the ability to obtain within one year of employment as a condition of continued employment.

### **COMPETENCIES**

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are:

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; and 5) Work Ethic.

The five supervisor competencies are:

- 1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

Principles and practices of supervision, training and performance evaluation.

Operations and services of a building inspection program.

Principals, practices and technology of building construction.

Structural engineering concepts.

Knowledge of Building, Plumbing, Electrical, Mechanical, Fuel Gas, Energy Codes and Property Maintenance and Zoning ordinance.

Pertinent federal, state and local laws, codes and regulations.

Modern office procedures, practices, methods and equipment including computers.

**Skill in:**

Detecting code violations in all phases and types of construction.

Analyzing building plans and existing structures for code compliance.

**Ability to:**

Supervise, organize and review the work of field personnel.

Select, train and evaluate staff.

Interpret, explain and enforce City policies and procedures.

Mediate and diffuse hostile and angry citizen and contractor complaints.

Prepare clear and concise reports.

Read and interpret complex building plans, specifications and building codes.

Analyze problems and identify alternative solutions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other governmental officials, community groups, and the general public.

Pass a medical physical examination and drug test.

Pass a color vision examination.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting, walking and standing for extended periods of time*
- *occasionally climbing and reaching above the shoulder*
- *work out-of-doors in all weather conditions.*

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

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Department Director

\_\_\_\_\_  
Date

**ISSUE DATE: August 2000**

**REVISION DATE: March 2001; July 2002; December 2002; February 2005**