CLASS TITLE: INSPECTIONS SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision supervises and coordinates tasks of staff to ensure compliance with plumbing, mechanical, electrical, fire, or building codes and other ordinances and performs other related assigned duties.

ESSENTIAL TASKS:
- Coordinates and supervises the work of subordinate personnel, including prioritizing and assigning work, ensuring staff is trained, conducting performance evaluations; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary recommendations communicating policies, procedures, goals and objectives
- Oversees daily inspection operations of residential and commercial construction or other applicable services ensuring compliance with local, state and federal regulations, codes, specifications, standards and/or contractual obligations
- Performs inspections and/or investigations; issues notices and citations as required
- Interprets and provides technical guidance related to plans, ordinances, codes, criteria and regulations for the inspection process for subordinates, architects, engineers, contractors and citizens
- Reviews inspection needs, inspection work results, and related investigations
- Conducts or directs special studies or projects as required.
- Assists with providing post-disaster assessment and response support
- Resolves design conflict problems and customer inquiries
- Operates a City vehicle
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in construction technology, business or public administration or construction management; five (5) years experience as a contractor or in a management or supervisory position in the plumbing, mechanical, electrical, or building construction trade, including five (5) years as an unlimited plumbing, mechanical, electrical, or building inspector in the state of Oklahoma; or a five (5) year professional degree within the construction industry; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, practices, materials and tools used in the construction trades; considerable knowledge of the City's building, plumbing, mechanical, electrical, fire prevention, storm water and zoning codes and related laws and ordinances; and good knowledge of construction practices. Ability to plan, organize and direct the work of subordinates engaged in inspection and enforcement work; ability to accurately interpret plans, specifications and blueprints of considerable complexity; ability to write clearly and concisely; ability to make engineering and mathematical calculations and to use engineering devices and reference material; and ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a telephone, computer, smart phone and/or other mobile device(s); frequent lifting up to 50 pounds; occasional carrying up to 50 pounds; occasional pulling up to 5 pounds; may be subject to extended periods of walking, standing, sitting, reaching, balancing, bending, stooping, kneeling, handling, feeling, climbing, smelling, and twisting in the process of making inspections; vision, speech and hearing sufficient to perform the essential tasks.
Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; must obtain International Code Council certification required as a Certified Building Code Official (CBCO), Certified Mechanical Code Official (CMCO), Certified Plumbing Code Official (CPCO), or a Certified Electrical Code Official (CECO) (as required by department) within one (1) year of hire date; and be licensed with the State of Oklahoma as an Unlimited Plumbing, Mechanical, Electrical, or Building Inspector for a minimum of five (5) years.

WORKING ENVIRONMENT: Working environment is both indoors and outdoors; and requires some traveling to various City locations to conduct field studies, inspections or code violation investigations; and may be exposed to environmental hazards and weather/temperature extremes.

Class Code: 1045
EEO Code: E-02
Pay Code: EX-44

Group: Engineering, Planning and Technical
Series: Inspection

Effective Date: October 19, 2016