

BUILDING INSPECTION SERVICES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Building Inspection Division within the Community Development Department; supports the Community Development Department in implementing all City activities related to ensuring compliance with building standards, including building plan check, building inspection and building hazard correction; approves plans and specifications; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Community Development Director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume supervisory responsibility for assigned services and activities of the Building Division including enforcement of laws and codes governing the construction of new buildings or altering existing structures, building plan check, building inspection, and building hazard correction.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Supervises the review of building plans for conformance with the code provisions.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
5. Plans, directs, coordinates, and reviews the work plan for building inspection staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
6. Provides responsible staff assistance to the Community Development Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to building inspection programs, policies, and procedures as appropriate.
7. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Advises builders and homeowners on minimum standards of construction and materials.
9. Performs the duties of a Certified Building Official (CBO) as required by State law.

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10. Plans, programs, directs and participates in all building service activities associated with setting and ensuring compliance with building standards; performs difficult inspections and assists staff in resolving technical questions relating to various code requirements.
11. Arbitrate interpretations between staff, design professionals, contractors and the public.
12. Serves as the liaison for the Building Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
13. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of building inspection; incorporates new developments as appropriate.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a building inspection program.
- Principles and practices of building inspection.
- Methods and techniques of construction.
- Principles of supervision, training, and performance evaluation.
- Principles, practices and methods associated with developing building standards, plan check and building inspection.
- Engineering principles, concepts and procedures as applied to building inspection.
- Pertinent federal, state, and local laws, codes, and regulations, especially those related to building and construction.

Ability to:

- Oversee and participate in the management of a comprehensive building inspection program.
- Oversee, direct, and coordinate the work of staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Read, understand and interpret construction blueprints, plans and specifications.
- Inspect and analyze standard building construction to identify code violations.
- Solve complex building inspection and code-related problems.
- Work effectively with builders, contractors and the general public.
- Explain City practices and objectives to appropriate public and private agencies, organizations and individuals.
- Establish and maintain systems needed for control of work quality and quantity.
- Conduct comprehensive analyses of building problems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.

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- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Associates degree from an accredited college or university with major course work in civil engineering, construction management, business administration, public administration, or a related field. A Bachelors degree is highly desirable.

Experience:

Five years of increasingly responsible building inspection, standards development, and plan checking experience. Additional professional-level relevant work experience may be substituted for the required college education on a year-for-year basis.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a Combination Inspector Certification or ability to acquire one within one year of hiring.

Possession of an International Code Council (ICC) Building Code Official Certificate or ability to acquire one within one year of hiring.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and a field construction site environment; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work on ladders and in high, confined, hazardous spaces.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and construction site setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.