

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Development Inspection Supervisor		
<b>Job Code:</b>	PR1451	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Reviewed:</b>	07/08/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of inspectors responsible for conducting combination and trade specific inspections on industrial, commercial and residential buildings during various stages of construction and remodeling and ensuring compliance with applicable building inspection codes, ordinances and regulations; and provides responsible staff assistance to the Building Code Administrator.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Enforces compliance with adopted city codes, regulations and ordinances including the adopted Building, Electrical, Plumbing, Mechanical, Energy, and Sign codes and other related development codes and ordinances.
3. Establish schedules and methods for providing inspection and enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures; and recommends and assists in the implementation of goals and objectives.
5. Establishes schedules and methods for providing development application review and processing services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
6. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of the urban development application review and process program, delivery methods and procedures; and works with employees on the continuous improvement of the urban development application review and processing program.

7. Performs the more technical and complex tasks of the work unit including consulting with architects, engineers, contractors and citizens to resolve any differences with inspection decisions; interprets complex code issues and offers guidance on various projects.
8. Plans and implements training programs to ensure accuracy and uniform inspection code enforcement.
9. Assist in writing, developing and amending adopted International Code Council (ICC) codes and other related ordinances to reflect changes in policies, procedures and/or state regulations; submit to supervisor and/or designated board for review.
10. Prepares analytical and statistical reports on operations and activities regarding service delivery, commercial, residential and remodel permit volumes, objectives and measures and other data pertinent to construction activity in the city and matters pertaining to building code enforcement.
11. Participates in the preparation and administration of the development application review and processing program budget; submits budget recommendations; and monitors expenditures.
12. Assists in the development and administration of the section's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
13. Respond to and resolve difficult sensitive inquiries and complaints from City Departments, contractors, engineers, business owners, homeowners, citizens, and/or stakeholders.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities of a comprehensive municipal inspection program.
  - Methods and techniques of performing inspections, including building, electrical, plumbing, mechanical, sign and parkway trades.
  - Rules and regulations of a variety of codes and ordinances including the City's construction, sign, and zoning regulations and other development related ordinances.
  - Principles, practices, rules and regulations governing assigned committees, including the City Plan Commission, Zoning Commission and Board of Adjustment.
  - Principles of supervision, training and performance evaluation.
  - Principles and practices of general construction.
  - Principles and techniques of budget preparation.

- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Office equipment including computer and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Interpreting and enforcing building codes.
  - Preparing analytical and statistical reports.
  - Evaluating the quality and efficiency of delivery methods and procedures.
  - Computers and applicable software.
  - Organization and time management.
  - Customer service.
  - Facilitation.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, organize and review the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Apply technical knowledge to assess workmanship and detect deviations from plans, regulations and standard construction practices.
  - Determine if construction techniques conform to City code requirements.
  - Make mathematical computations rapidly and accurately.
  - Prepare and administer budget.
  - Interpret and explain City codes, policies and procedures.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree from an accredited college or university with major course work in engineering, architecture or a related field and four years of project management, building code inspection, or design experience including two years of administrative or lead supervisory responsibility.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

Possession of, or ability to obtain, an appropriate International Code Conference (ICC) certification as an International Energy Conservation Code (IECC) commercial or a residential inspector within six months of employment.

### **Option I:**

Possession of at least one International Code Conference (ICC) certification from two different trades listed below at the time of hire. Please refer to the ICC trade areas below.

**or**

**Option II:**

Possession of at least **one** International Code Conference (ICC) certification and **one** State of Texas license from two different trade areas at the time of hire. Please refer to the ICC trade areas and State of Texas licenses below.

**ICC certifications:**

Building: ICC certified as a residential or commercial building inspector

Electrical: ICC certified as a residential or commercial electrical inspector

Mechanical: ICC certified as a residential or commercial mechanical inspector

Plumbing: ICC certified as a residential or commercial plumbing inspector

Plans Examiner: ICC certified as a residential or commercial plans examiner inspector

or

ICC Certified Plumbing Plans Examiner

or

ICC Certified Mechanical Plans Examiner

or

ICC Certified Electrical Plans Examiner

or

ICC Certified Building Plans Examiner

**State of Texas Licenses:**

Mechanical (HVAC):

State of Texas Air Conditioning Contractor's License

Plumbing:

State of Texas Journeyman Plumbing License or State of Texas Master Plumbing License

Electrical:

State of Texas Journeyman Electrician License or State of Texas Master Electrician License

## **WORKING CONDITIONS**

*The work environment characteristics 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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical 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 disabilities to perform the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.