

**CLASS SPECIFICATION**  
**Inspection Supervisor**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, plan, organize and supervises the work of field inspectors responsible for enforcing City and state building codes and related laws and regulations; evaluates program; participates in developing policies and procedures; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Inspection Supervisors serve as first-line supervisors over staff performing complex inspections in one or more of the following areas: electrical, building, mechanical, and plumbing code. Incumbents assist in evaluating, developing and implementing programs, policies and procedures applicable to the building inspection function in their areas of assigned responsibility. Incumbents are responsible for new program development and implementation, and ongoing evaluation of nontraditional/innovative inspection programs. Assignments are varied and allow for the exercise of considerable judgment and independence in the interpretation and/or application of codes and regulations for assigned areas.

Inspection Supervisor is distinguished from Inspection Manager in that an incumbent in the latter class is responsible for management of an assigned Inspection division, including its programs, resources and people.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve office mission, goals and performance measures; participates in developing and monitoring performance against the annual office budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Supervises electrical, building, mechanical and/or plumbing, inspection programs, nontraditional/innovative inspection programs; may supervise the plan review function directly associated with their specific area of responsibility; applies technical expertise to the interpretation of complex codes.
5. Develops, plans, implements and evaluates inspection programs. Designs processes and establishes program guides and policies to ensure the program is effective, follows required codes and meets the business needs of developers, contractors and facility owners and managers.
6. Manages the plan review process for assigned program, monitors in-coming plan reviews and makes assignments. Provides process management and problem resolution to ensure timely deliverance of services to customers.
7. Discusses problems and advises builders, property owners, attorneys, bankers, police officers and the public on code requirements and strategies for resolution; interprets code and other requirements; resolves conflicts with inspectors.
8. Researches and drafts recommended code changes; presents changes to the City Council; ensures staff is trained on codes.
9. Conducts field inspections of work underway or of special problems; conducts special investigations; verifies activities of inspectors.
10. Prepares reports on section activities, newsletters, and program updates; responds in writing to complainants; explains responses on specific issues, policies and procedures.
11. Develops annual budget; monitors expenditures and revenues.

#### **OTHER DUTIES**

1. Represents the bureau at local, state, and national code development organizations.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Federal, state and City code and regulations pertaining to building construction, rehabilitation, alteration, use, and occupancy in areas of assigned responsibility and their relationships and application, including but not limited to zoning, dangerous buildings, building, electrical, plumbing, mechanical and UBC structural specialty codes.

2. Principles, practices, methods and materials used in a wide range of building construction craft areas, including plumbing, electrical, heating and ventilation, building construction and remodeling, and related areas.
3. Appropriate safety and fire prevention methods for a variety of work assignments.
4. Principles and practices of sound business communication.
5. Principles and practices of effective supervision.
6. City human resources policies and labor contract provisions.

**Ability to:**

1. Plan, organize, assign and evaluate the work of building inspectors and administrative support staff.
2. Develop, plan, implement and evaluate innovative and non-traditional inspection programs.
3. Manage a plan review process to provide for process improvement.
4. Understand, interpret, explain and apply state and City building, housing and zoning codes and ordinances.
5. Provide technical inspection assistance in hearings and cases and recommend appropriate solutions for a wide range of inspection issues and problems.
6. Prepare clear, comprehensive and detailed written material, including reports and analyses of code enforcement policies, proposed amendments and changes to programs and policies.
7. Perform field inspections and plan reviews.
8. Use sound independent judgment within established guidelines.
9. Operate computer and standard business software.
10. Establish and maintain effective working relationships with managers, employees, residents, contractors, representatives of other governmental agencies and others encountered in the course of the work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, vocational school or G.E.D. equivalent; and five years of experience as a Building, Electrical,

or Plumbing Inspector or Plan Examiner; or five years of experience as a construction contractor, foreman, superintendent, or inspector for compliance with management capacity of construction projects; or five years experience as a construction project or process manager; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

Certain positions may require certification as a Structural Inspector, Mechanical Inspector, Electrical Inspector and/or Plumbing and One/Two Family Dwelling Inspector, Plan Examiner, and/or Fire Life Safety Plans Examiner as established by the State of Oregon.

Assignment as a plumbing inspection supervisor may require certification as a Cross-Connection Control Inspector as established by the State of Oregon.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

2139 INSPECTION SUPERVISOR II. Adopted: 07-01-92

2138 INSPECTION SUPERVISOR I. Adopted: 07-01-92

Revised: 09-21-05 (Updated to reflect higher level policy and program development responsibilities.)

02-05-08 Updated to consolidate JCN 7775 Facilities Inspection Program Supervisor

June 2009 - Change Job Class number from 7770 to 30000735, due to system change.