

**CLASS SPECIFICATION**  
**Inspection Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes and manages the operations of a major division which may include responsibility for managing the overall city-wide building inspection, and development and plan review functions; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Inspection Managers are responsible for planning, directing, managing and integrating the activities of assigned building inspection, development review and plan review sections. Incumbents develop and implement programs and procedures applicable to their areas of building inspection and development review responsibilities. Incumbents may also be responsible for managing housing and nuisance codes. Assignments require a broad understanding of City policy in the enforcement of building and zoning codes and related laws and regulations and the exercise of considerable administrative discretion in carrying out enforcement responsibilities in the context of City principles and values regarding customer service.

Inspection Manager is distinguished from Inspection Supervisor in that an incumbent in the latter class is responsible for planning and supervising the work of an assigned team of Building Inspectors.

Inspection Manager is distinguished from Development Services Manager in that positions in the former class are responsible for managing a major building inspection, plan review and/or development review division, supervise a significantly larger staff and are responsible for the overall building inspection, development and plan review processes citywide. Positions in the Development Services Manager classification have a narrower, bureau-specific focus of review.

**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, organizes, controls, integrates and evaluates the work of the assigned division; with subordinate supervisors, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support 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. Provides technical oversight and review for assigned supervisory staff; reviews inspection reports and correspondence to ensure compliance with standards.
5. Resolves complaints, conflicts and concerns with supervisors, staff, industry organizations, neighborhood associations, and customers; interprets Code and other requirements; coordinates with industry representatives/groups and the public.
6. Develops new methods or service approaches to enhance service delivery; participates in long-range planning and implements goals and priorities.
7. Reviews reports of the effects on infrastructure caused by proposed development and new construction, coordinating this work with other divisions, bureaus and governmental agencies.
8. Conducts field inspections of special problems; conducts special investigations; verifies activities of inspectors.
9. Prepares reports on division activities; responds in writing to complainants; explains responses on specific issues and policies and procedures.

#### **OTHER DUTIES**

1. Represents the bureau at meetings, to the media, at industry organizations and service clubs; gives testimony in court actions; meets with other City agencies, explains technical issues, interprets regulations.
2. Coordinates with City Attorney and Police department staff to develop procedures; clarifies legal issues and defines role of inspectors.

#### **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, housing, dangerous buildings, nuisance, noise, building, electrical, plumbing, mechanical, one- and two-family dwelling, 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 program management and administration.
6. Principles and practices of effective management and supervision.
7. City human resources policies and labor contract provisions.

**Ability to:**

1. Plan, organize, assign and evaluate the work of an assigned building inspection division, including its supervisors, inspectors and administrative support staff.
2. Trains staff in work procedures and techniques and provide for their professional development.
3. Understand, interpret, explain and apply state and City building, housing and zoning codes and ordinances.
4. Conduct research, evaluate alternatives and formulate sound conclusions and recommendations within established guidelines.
5. Provide technical inspection assistance in hearings and cases and recommend appropriate solutions for a wide range of inspection issues and problems.
6. Represent the City and bureau effectively in meetings with City personnel and outside groups and in presentations before public bodies and private organizations.
7. Prepare clear, comprehensive and detailed written material, including reports and analyses of code enforcement policies, proposed amendments and changes to programs and policies.

8. Use sound independent judgment within established guidelines.
9. 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 a four-year college or university with a major in architecture, engineering, construction management or a closely related field; and at least three years of experience as a building inspection supervisor; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

Positions assigned to the Commercial Inspections unit may require possession of a Class A Structural Inspection certificate.

**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):

2143 BUILDING INSPECTION MANAGER. Adopted: 08-19-75; Revised: 12-08-86, 07-01-92, 12-09-98

Revised: 06-17-03 Edited content of class spec to include management of development review.

June 2009 - Change Job Class number from 7771 to 30000736, due to system change.