

CLASS SPECIFICATION
Housing Inspection Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, organizes and supervises the work of field inspectors responsible for enforcing: minimum City and State standards for residential single and multi-family structures regarding basic equipment, facilities, sanitation, fire safety, and maintenance; the maintenance of outdoor areas and adjacent rights-of-way; abating dangerous and derelict buildings; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Housing Inspection Supervisor is a single incumbent classification serving as a first-line working supervisor over staff performing housing and property maintenance code inspections. The incumbent assists in developing and implementing programs and procedures applicable to housing inspection functions, a lien reduction program, and complex enforcement functions. 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.

Housing Inspection Supervisor is distinguished from Inspection Supervisors in that incumbents in the latter class are responsible for enforcing more complex codes, laws and regulations related to commercial and residential building construction and renovation, requiring a higher level of technical knowledge.

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 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. Performs more complex inspections in the field and records research; monitors inspector activities by performing inspector ride-alongs, reviewing inspectors' daily logs, and periodic quality control checks of their work.
4. 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.
5. Supervises the implementation of housing, property maintenance and nuisance abatement code programs; provides technical oversight and review for assigned staff; reviews inspection reports and correspondence to ensure compliance with standards.
6. Reviews and evaluates the City's special housing programs including the Adult Foster Care Inspection Program, providing code and ordinance interpretations; formulates inspection strategies and implements goals to preserve neighborhoods and housing stock.
7. Discusses problems and advises property owners, attorneys, police officers and the public on code requirements and strategies for resolution; interprets code and other requirements; resolves conflicts between property owners and inspectors; prepares reports on section activities; responds in writing to complainants; explains responses on specific issues, policies and procedures.
8. Develops and implements funding options for each of the programs in the work group on an ongoing, cyclical basis. Works with senior bureau management, Commissioner's office, other bureaus and outside agencies to identify funding sources; manages and allocates funding for outside contracts such as nuisance abatement and land lord training.
9. Researches and drafts recommended code changes; presents changes to the City Council; ensures staff is trained on codes.
10. Maintains inspector training and certification records; monitors training to insure inspectors maintain mandatory state certifications; facilitates, plans and provides information regarding training sessions and opportunities.

OTHER DUTIES

1. Coordinates with City Attorney and Police Bureau staff to develop procedures; clarifies legal issues and defines the roles of inspectors and code specialist staff.
2. 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 and interprets regulations.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Federal, state and city code and regulations pertaining to housing and property maintenance.
2. Principles, practices, methods and materials used in housing construction and remodeling, and related areas.
3. The principles, practices methods used in the building construction trades for new construction and remodeling and structural rehabilitation.
4. State, city and county regulations pertaining to the use and occupancy of structures including but not limited to zoning, housing, nuisance, noise, building, electrical, plumbing, mechanical, structural specialty codes as well a codes pertaining to sanitation, dangerous buildings, and derelict buildings.
5. Dispute resolution and negotiation methods and practices
6. Appropriate safety and fire prevention methods for a variety of work assignments.
7. Training requirements to achieve and maintain certifications and promote professional development of employees.
8. Principles and practices of sound business communication.
9. Principles and practices of effective supervision.
10. City human resources policies and labor contract provisions.

Ability to:

1. Plan, organize, assign and evaluate the work of housing inspectors and administrative support staff.
2. Train staff in work procedures and techniques and provide for their professional development.
3. Understand, interpret, explain and apply state and City housing and property maintenance codes and ordinances.
4. Provide technical inspection assistance in hearings and cases and recommend appropriate solutions for housing and property inspection issues and problems; present cases before hearings officer; provide expert testimony in legal proceedings.
5. Prepare clear, comprehensive and detailed written material, including reports and analyses of code enforcement policies, proposed amendments and changes to programs and policies.

6. Use sound independent judgment within established guidelines.
7. Effectively employ dispute resolution and negotiation techniques to resolve disputes between a variety of individuals and groups involved in housing and property maintenance issues.
8. Operate computer and standard business software.
9. Establish and maintain effective working relationships with managers, employees, residents, contractors, representatives of other governmental agencies, property owners and managers, police officers, bankers, attorneys 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 housing inspector or code specialist; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Oregon One and Two Family Dwelling Inspector certification in structural, electrical, plumbing, or mechanical specialty; or has obtained any other professional certification related to housing inspection, such as The American Association of Code Enforcement Certification.

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.

Class History:

Adopted: 12-22-04
Revised: 09-19-07 Updated and revised description

June 2009 - Change Job Class number from 7769 to 30000734, due to system change.