

## **Building Inspections Supervisor**

### SUMMARY/PURPOSE

To coordinate and oversee the application of building codes and ordinances and provide overall supervision for the building inspectors and inspection functions of the Construction Services and Inspections (CSI) Division. This includes the review of plans and permits, enforcement of building codes, providing recommendations and interpretations, and serving as the Building Official for the City.

### SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

### SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees who exercise broad discretion. The supervisor provides broad guidance including mission and vision but does not provide task or duty level.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage employee performance, and provide training, coaching, and mentoring for employees.
2. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
3. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
4. Interpret and enforce provisions of the building code, zoning requirements, and other laws and regulations related to the construction and modification of buildings and structures, including plumbing, electrical, and HVAC systems, ensuring that all work is performed in a safe manner using approved methods.
5. Determine conformance problems, interpret complex regulations, issue notices regarding correction of defective work, collect and organize evidence, advise on methods of correction and perform reinspection, including citations or stop work orders when required, as well as certification of occupancy and final inspection, and review the same for team members and provide feedback as needed.
6. Plan and provide for ongoing training of CSI employees in emerging methods, trends, technologies, and proper and safe work methods and procedures and provide evaluation of construction work for compliance.
7. When designated, assume all the duties and responsibilities of the state-designated Building Official for the City of Duluth as those duties and responsibilities are defined by the state of Minnesota and any other relevant statutes.
8. Consult with the State Building Codes and Standards Division and other agencies as necessary for the enforcement of applicable ordinances and regulations relating to building, housing, and zoning.
9. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
10. Serve as technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, and the public regarding codes, ordinances, and proper methods governing construction work.
11. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
12. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
13. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.

14. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

#### 1. Education & Experience Requirements

- A. Associate's degree in construction management, building inspection, architecture, drafting, or construction technology, or a related field, and a minimum of five (5) years of related professional work experience; OR a Bachelor's degree in construction management, building inspection, architecture, drafting, or a related field, and a minimum of three (3) years of related professional work experience.
- B. Three (3) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
- C. Five (5) years of experience in building codes application and inspection preferred.

#### 2. License Requirements

- A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
- B. Possess and maintain certification as a Minnesota Building Official.
- C. Possess and maintain International Code Council (ICC) Certification as a Plans Examiner or Commercial and/or Residential Inspector.

#### 3. Knowledge Requirements

- A. Extensive knowledge of Minnesota Building Codes and other related state or federal codes, ordinances, laws, regulations, and manuals governing building construction, installation, and repair.
- B. Extensive knowledge of safe and proper methods of building construction, installation, and repair.
- C. Extensive knowledge of architectural design principles and building construction methods.
- D. Extensive knowledge of construction materials and their appropriate uses.
- E. Knowledge of safe and proper inspection methods and procedures.
- F. Knowledge of legal procedures involved in the enforcement of building codes and ordinances.
- G. Knowledge of precautionary, safety, and fire prevention methods involved in construction work.
- H. Knowledge of code requirements and inspection methods in related construction trade areas.
- I. Knowledge of problem-solving and conflict-resolution techniques.
- J. Knowledge of applicable safety requirements.
- K. Knowledge of, or the ability to learn, City policies and procedures.
- L. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- M. Knowledge of effective leadership and personnel practices.
- N. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- O. Knowledge of budgetary and management principles, practices, and procedures.
- P. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

#### 4. Skill Requirements

- A. Skill in inspecting structures and construction materials for adherence to regulations, requirements, ordinances, and procedures.
- B. Skill in reading and interpreting legal descriptions, building plans, specifications, technical codes, and ordinances.

- C. Skill in estimating construction costs, including materials, labor, and completion schedules.
  - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - E. Skill in managing one's own time and the time of others.
  - F. Skill in completing assignments accurately and with attention to detail.
  - G. Skill in mediation and dispute resolution.
  - H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  - I. Skill in motivating, developing, and leading people.
5. Ability Requirements
- A. Ability to maintain accurate and complete records, both paper and computer.
  - B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - C. Ability to communicate and interact effectively with contractors, staff, supervisors, peers, and members of the public.
  - D. Ability to communicate effectively both orally and in writing related to city documents, inspections, and permits.
  - E. Ability to recognize, analyze, and problem-solve a variety of situations.
  - F. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
  - G. Ability to handle difficult and stressful situations with professional composure.
  - H. Ability to establish goals and objectives.
  - I. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
  - J. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
  - K. Ability to manage a budget and work within the constraints of that budget.
  - L. Ability to enforce safety rules and regulations and to apply them to various hazardous situations.
  - M. Ability to maintain confidential information.
  - N. Ability to demonstrate dependability, responsibility, and consistency in job performance.
  - O. Ability to exercise sound judgment in making critical decisions.
  - P. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
  - Q. Exhibits leadership qualities of dependability and accountability.
  - R. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as hard hats, safety glasses, masks, gowns, coats, boots, goggles, gloves, or shields.

HR: HD	Union: Supervisory	EEOC:	CSB: 06/06/2023	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:
FLSA Exemption Type: Administrative				