

**TOWN OF GILBERT  
CLASS SPECIFICATION  
Inspections Supervisor**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Inspections	B31-B32/C41	Exempt

**CLASS SUMMARY:**

This class is the third level in the Inspections series. Incumbents are responsible for conducting investigations of potential offenses and identify violations by conducting inspections of applicable structures and/or materials; conducting investigations of civil and criminal violations related to code compliance offenses; preparing and maintaining reports; enforcing local, state and federal codes, laws and regulations; respond to complaints received by the public; participating in the development of educational materials; and, maintaining applicable databases.

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

**PERCENT OF TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%
Supervises and coordinates code and ordinance inspection compliance activities, and resolution of non-compliance issues. Assists inspectors with difficult inspections. Ensures compliance with applicable building codes, ordinances, regulations, and quality standards to ensure the health, safety, and welfare of the public.	Daily 25%
Interprets, applies, and enforces compliance with provisions of applicable Federal, state and local codes, laws, and regulations. Reviews plans, specifications, reports, diagrams, or other documents associated with inspection activities. May perform inspections of buildings or projects of greater complexity to ensure applicable compliance. Researches code-related issues and initiates required action.	Daily 10%
Supervises responses to complaints of potential code violations and assists staff as needed. Recommends solutions to problems and resolves issues. Ensures the documentation and maintenance of data related to inspections, code	Weekly 10%

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violations, and case reviews.	
Coordinates with other departments, contractors, developers and engineers to resolve problems, coordinate final inspections/approvals and to facilitate projects. Prepares reports of inspection and project activities.	Weekly 10%
Coordinates the prosecution of violators. Prepares case files and evidence for court prosecution, testifying as needed.	Weekly 5%
Assists in developing and implementing long and short term plans, goals, and objectives for the area of assignment. Assists with development and implementation of assigned budget. Prepares cost estimates for budget recommendations and submits justifications for budget requests. Monitors expenditures to ensure compliance with approved budget.	Monthly 5%
Performs other duties of a similar nature and level as assigned.	As Required

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to ***Building Inspection*** may be responsible for:

- Interpreting, applying and ensuring compliance with the provisions of the adopted building and fire codes;
- Inspecting residential and commercial buildings/structures to monitor and enforce compliance with building and/or fire codes.

Positions assigned to ***Code Compliance*** may be responsible for:

- Reviewing case database to ensure complete and current information is maintained;
- Supervising the response to complaints and investigations of code violations, and assisting in complex case investigations;
- Interpreting and applying codes, identifying imminent hazards of code violations and determining and recommending applicable solutions.

Positions assigned to ***Engineering and Planning*** may be responsible for:

- Supervising engineering inspections for construction projects of water, sewer, street storm drains, street lights and dry utilities for the Town and for private development projects;
- Performing quality assurance inspections of Town public works construction projects, private development subdivisions and commercial projects to maintain acceptable quality standards and to ensure regulatory compliance.

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Positions assigned to ***Pretreatment Administration*** may be responsible for:

- Coordinate and Supervise Wastewater Quality Operations of Industrial and Commercial Inspectors to Permit, Enforce, Investigate, and maintain regulatory compliance amongst Businesses and Industry.
- Interpretation of applicable Federal, State, and Local Ordinance and assessing of Civil Penalties on escalated enforcement actions.
- Oversee the Regulatory Permitting, Sampling, Flow Study, Storm Water, Database and Pretreatment Activities necessary to Administer a Federal Required Approved Pretreatment Program.

**TRAINING AND EXPERIENCE:**

Associate's Degree in the respective fields of (Civil Engineering Technology, Drafting Technology, Environmental Science, Chemistry, Engineering) or related field and five years of inspections experience (Commercial Building, Pretreatment); or, an *equivalent* combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

- Valid Arizona Driver's License

*Depending on area of assignment, requires:*

- Four (4) International Code Council (ICC or equivalent) Inspection Certifications (Commercial (2) / Residential (2))
- American Association of Code Enforcement (AACE) Zoning Enforcement Officer Certification;
- OSHA Trench Safety certification

**KNOWLEDGE OF:**

- Supervisory principles, practices and techniques;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Code interpretation, application and enforcement principles and practices;
- General building construction and building inspection specialties;
- Court proceedings;
- Modern office equipment.

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**SKILL IN:**

- Supervising, monitoring and evaluating staff;
- Interpreting and applying applicable laws, codes, regulations, and standards;
- Preparing inspection reports and documentation;
- Conducting investigations;
- Performing complex inspections;
- Reviewing plan documents for compliance;
- Managing time effectively;
- Providing leadership;
- Resolving conflict;
- Building consensus;
- Administering a budget;
- Providing customer service;
- Applying critical analysis;
- Making sound decisions utilizing good judgment;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

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**WORKING TITLES WITHIN CLASS SPECIFICATION:**

Inspections Supervisor – Building & Fire – C41  
Inspections Supervisor - Code Compliance – C41  
Inspections Supervisor – Engineering & Planning – C41  
Pre-Treatment Program Coordinator – B32  
Sr. Inspector – Building & Fire – B31

**NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)  
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)  
Date: (05/13)*