

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INSPECTION SUPERVISOR

PERSONNEL COMMISSION APPROVAL: AUGUST 21, 2019 (REVISED)

COUNCIL APPROVAL: SEPTEMBER 5, 2006

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| JOB CODE: | 0073 |
| EMPLOYMENT STATUS: | REGULAR FULL-TIME |
| UNIT REPRESENTATION: | MEO |
| FLSA STATUS: | EXEMPT |
| EEOC CODE: | TECHNICIANS |

JOB SUMMARY

Under general direction, plans and supervises the work and activities of the Inspection section within the Community Development or Public Works Departments.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Building Manager, Construction Manager
Supervises: Building Inspector I, II, III, Construction Inspector I, II and Senior Construction Inspector

DISTINGUISHING CHARACTERISTICS

Differs from Principal Inspector in that the Inspection Supervisor is responsible for exercising supervisory authority over inspection staff while the Principal Inspector performs highly specialized technical inspection work.

EXAMPLES OF ESSENTIAL DUTIES

When assigned to Community Development:

- Plans, assigns, reviews and supervises the work of staff responsible for conducting building inspections, including structural, plumbing, mechanical, and electrical installations, to ensure compliance with applicable codes and uniform application of the building inspection process

When assigned to Public Works:

- Plans, assigns, reviews and supervises the work of staff responsible for conducting inspections for capital improvements and maintenance, projects completed in the public right-of-way and subdivisions, new and retrofit pump stations, street, grading,

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concrete sidewalk, curbs and gutters, driveway approaches, streetlights, traffic signing, asphalt paving, structural road sections, sewage systems, water systems, storm drainage systems, catch basins, culverts, and other work required on permits

Applicable to all positions:

- Establishes schedules and methods for providing inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly
- Participates in staff selection; trains and mentors staff
- Evaluates work of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies and administers discipline when necessary
- Ensures work quality and adherence to established policies and procedures
- Assists in developing policies and staff procedures and division goals and objectives
- Coordinates inspection functions with inspectors, contractors, developers, plan check staff, and personnel from various other City departments
- Assists with budgeting and monitoring assigned budgets
- Participates in department and project meetings
- Assists with writing plan changes or memorandum to support or decline changes
- Leads quality assurance and quality control activities
- Addresses the most difficult customer inquiries and complaints; evaluates and recommends corrective actions to resolve issues; responds to and resolves disputes regarding the interpretation of structural, electrical, mechanical, and plumbing codes
- May perform the most difficult building inspections
- Reviews and approves plans and layouts, prior to issuance of permits
- Assists and advises contractors and homeowners regarding pertinent regulations
- Oversees the preparation of notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violations; writes stop work orders for work being done without permits or in an unsafe manner
- Assembles and writes reports and maintains records of work performed
- Stays abreast of inspection disciplines, policies, safety techniques and methods, codes, standards and regulations, applicable laws, and City goals, practices and policies
- Ensures timely performance of inspections to facilitate compliance with work standards and project completion timelines
- Provides high quality and responsive customer service
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as assigned

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The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Federal, state, and local laws, rules and regulations pertaining to building or public works inspections
- Building construction methods and materials including structural, electrical, plumbing and mechanical
- Public Works methods and materials including process facilities and utilities, infrastructure, and rehabilitation
- Zoning regulations
- California code and local laws relating to the building constructions
- Proper inspection methods and documentation practices
- Procedures involved in the enforcement of codes and ordinances
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings
- Safety standards and methods of building construction and public works projects
- Administrative principles and techniques, including budgeting, planning, safety, staff organization, employee growth and development
- Principles and practices of supervision

Ability to:

- Plan, organize, and monitor the work of building inspection personnel
- Conduct inspections, issue citations, notices and orders, and pursue compliance of violations
- Read and interpret building plans and specifications and enforce their application
- Prepare and maintain records and reports of building inspection activities
- Prepare and to present clear oral and written reports
- Exercise judgment and creativity in analyzing situations, identifying problems and recommending resolutions
- Supervise and train others
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements

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- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Travel to offsite locations within a reasonable timeframe

Education: Associate's degree from an accredited university or college in construction management, civil engineering, drafting, surveying or other related field.

Experience: Five years' experience inspecting public works projects or public, commercial, industrial and residential buildings and facilities, including two years' at the supervisory, lead, or advanced journey level.

License/Certificate: Possession of a valid California Class C driver license with an acceptable driving record required at time of appointment and throughout employment.

Building Inspection: Must possess and maintain a current

- Certification as a Combination Inspector from the International Code Council (ICC) or California Building Officials (CALBO). (Certifications by other approved model code organizations in the categories indicated may be accepted if determined by the Director to be equivalent).
- Certified Access Specialist (CASP) certification desirable

Construction Inspection: Must possess and maintain current

- Public Works Inspector's Certificate
- Public Works Certification or equivalent
- International Code Conference (ICC) certificate or equivalent as a Special Inspector (concrete or structural masonry inspector)
- Electrical Power Inspector or
- Grade 3 Water Distribution Certificate issued by the California State Water Resources Control Board

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

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Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents regularly and frequently sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. May require ascending and descending ladders/scaffolding and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even/uneven ground, walking around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 09/05/06
Rev. 11/10/15 jd
Rev 8/2019 jd