



## **Title:** Residential Field Inspections Supervisor

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Building Official & Inspection Supervisor.  
Exercises direct supervision over professional and para-professional staff and contractors.

### **MINIMUM QUALIFICATIONS**

- **Education:** High school Diploma / GED or equivalent.
- **Experience:** Minimum of three years experience related to Building Code enforcement. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:**
  - International Code Council Residential Combination Inspector upon hire
  - Valid AZ Drivers License upon hire

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

### **JOB SUMMARY**

The purpose of this position is to provide support to the Building Official & Inspection Supervisor in the capacity of the Residential Inspection Supervisor. Supervises the residential building inspector staff, which includes Building Inspector I and II level positions. Supervises and participates in a comprehensive municipal building inspection and code enforcement program to ensure compliance with federal, state, and local building, housing, and zoning codes and ordinances as they apply to residential construction; coordinates and assigns tasks and activities to the residential inspection staff; assists the Building Official in developing and implementing work processes, systems, and procedures; under guidance from the Building Official, interprets regulations; prepares technical reports and correspondence. Recommends budget expenditures to the Building Official; responds to requests and inquiries; special projects as assigned.



**ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises residential inspections staff by planning and prioritizing tasks, distributing assigned work, recommending changes and adjustments to the Building Official, monitoring staff performance and professional development.
2	Meets with professionals (architects and registrants), citizens, and staff in person or by telephone to resolve building code issues related to residential development projects; with direction from the Building Official, interprets federal, state, and local building codes.
3	Under direction of the Building Official & Inspection Supervisor, development and implementation of work processes, systems, and procedures; prepares technical reports and correspondence; provides data to the Building Official & Inspection Supervisor; recommends and implements new or improved processes relevant to residential construction; recommends new or improved processes; responds to inquiries from the public and residential development customers regarding City policies and procedures.
4	Acts as the Building Official & Inspection Supervisor absence by attending meetings, making decisions, and providing leadership for the entire Building Inspection Section



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.						
Office	X	Outdoors	X	Vehicle	X	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle, smart phone

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing, safety footwear, safety vest, protective eyewear, hard hat, hearing protection.