

**Classification Title: Inspections Supervisor**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Supervises the inspection of a variety of structures to ensure compliance with building codes that include building, fire, mechanical, electrical, plumbing, and occupancy levels. Coordinates workloads and assignments for inspectors and acts as a technical advisor in all enforcement activities.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V 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.

#	Code	Essential Functions
1	M	Reviews and supervises requests for plan reviews, permit requests and related functions. Assigns work to staff as appropriate according to expertise and time availability.
2	M	Answers questions or resolves issues or questions occurring when differences of opinion occur between inspectors, contractors or homeowners.
3	S	Reviews documents and inspections to ensure accuracy and code compliance. Manages databases with items including inspection types, permitting fees, permits requested, occupancy maximums and/or legal descriptions.
4	L	Manages the financial aspects of the division. Monitors budget expenditures and requests additional funding. Reviews payment requests.
5	S	Ensures that continuing education is provided to inspectors. Sets up internal classroom training, external education seminars and provides updated code information.
6	S	Reviews site plans and performs inspections to identify hazards and conditions relating to special permit requests which may include fire codes and occupancy levels. Coordinates with other permitting agencies as required.

**CLASSIFICATION REQUIREMENTS:**

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Education	High school diploma.
Experience	Seven years of experience in one or more of the building trades.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver’s license and a “safe” driving record required. Level III NC Code Certifications as required for the position.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	X	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.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Calculators, architectural scale, hand and power tools, diagnostic equipment, camera, fax machine, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hats, safety shoes and vest, eye and hearing protection, dust mask, gloves