

CLASS TITLE: DEVELOPMENT SERVICES INSPECTIONS MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for managing the Development Services Inspections program pursuant to City ordinances, state statutes, federal law and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans and directs the inspection services personnel in commercial and residential building, electrical, mechanical, plumbing, erosion control and related investigations and appeals
- Interprets and ensures citizen and contractor compliance with federal, state, and municipal building, electrical, plumbing, mechanical, water, sewer, and watershed ordinances
- Administers policies for authorized property entry, structure condemnation and abatement, due process of law and appeal of summary action, various administrative orders, mandatory noncompliance of construction and preparation of evidence and witness standards and statute of limitation
- Provides public information and confers with elected officials, department managers, legal staff, professional groups and contractors involving complex code issues
- Assists in the development and communication of policies, procedures and strategic goals and objectives to subordinates, boards and design professionals involving complex code issues for the City's long-term development
- Investigates and resolves personnel and customer complaints/issues, providing negotiation and mediation as needed
- Advises in and/or provides the Building, Fire, Plumbing, Mechanical and Electrical Examining and Appeals Advisory Boards with input related to the board resolution management processes regarding code adoption, and appeals
- Directs, monitors and enforces appropriate City and state mandated license and continuing education requirements for inspection services personnel
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in construction management, engineering, architecture, or related field and eight (8) years of progressively responsible related experience in construction management; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the codes, ordinances and related laws affecting building, electrical, mechanical and plumbing construction, alteration and repair; comprehensive knowledge of construction materials and methods and the stages of construction and regulation; comprehensive knowledge of State Licensing Act pertaining to duties, responsibilities and authority of licensed inspection staff as mandated by state statutes; considerable knowledge of building construction types and complex mechanical, electrical, and plumbing installations and considerable knowledge of the principles and practices of engineering and architecture as applied to the inspection and enforcement of regulations, codes and specifications. Ability to manage and coordinate the work of inspectors and other subordinates; ability to enforce various codes and ordinances with firmness and tact; ability to perform and direct complex technical inspections and plan reviews; ability to evaluate current codes and ordinances, and to make sound recommendations for revisions, deletions or additions; ability to present complex technical information and recommendations effectively, both verbally and in writing; ability to administer various policies; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional carrying up to 20 pounds; may be subject to walking, standing, sitting, balancing, bending, climbing, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Certification as a Building Official by the International Code Council (ICC) within one (1) year of date of hire; and possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires travel to various locations to monitor inspections.

Class Code: 1061

EEO Code: E-01

Pay Code: EX-52

Group: Engineering, Planning and Technical

Series: Professional Engineering

Effective date: June 30, 2021