

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs inspections and investigations in compliance with the City's plumbing, electrical, mechanical, or building codes and ordinances, as well as applicable state and federal laws, to ensure the health and safety of building occupants, employees, and guests; and performs other related assigned duties.

**ESSENTIAL TASKS:**

- Performs code related inspections for all aspects of residential and commercial buildings, ensuring compliance with applicable ordinances, as well as state, and federal regulations
- Addresses customer inquiries and complaints professionally and conducts necessary investigations and related inspections to ensure compliance
- Enforces applicable codes, regulations, laws, and policies and procedures
- Provides technical assistance in identifying and resolving issues, and, if unable to resolve the issue, notifies appropriate resources to ensure problem resolution
- Reviews and enforces construction plans specifications to ensure compliance
- Assists customers with the issuance of permits
- Writes official notices and fine-bearing citations for permit and safety violations
- Works cooperatively with City departments, and internal and external customers regarding the application and interpretation of codes and ordinances to garner compliance
- Coordinates the final inspection to issue the Certificate of Occupancy (COO) permit
- Interprets various codes relating to residential and commercial construction for internal and external customers
- Represents the City in court as an expert witness and during prosecution of code violators
- Participates as a post disaster response personnel in conjunctions with the Tulsa Area Emergency Management agency (TAEMA)
  - 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of thirty (30) hours from an accredited college or university; **and**,  
(b) Four (4) years of experience relevant to the essential tasks listed in this job description, **including**,  
(c) Three (3) years' experience as a building superintendent, foreman, contractor, or licensed Inspector.  
(d) Possession of the appropriate unlimited trades license.
2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,  
(b) Five (5) years of experience relevant to the essential tasks listed in this job description, **including**,  
(c) Three (3) years' experience as a building superintendent, foreman, contractor, or licensed Inspector.  
(d) Possession of the appropriate unlimited trades license.

**PAY INCREASE OPPORTUNITY**

This position is part of a progression family and is eligible for increases within the progression. More information can be found [here](#).

Knowledge, Abilities and Skills:

Knowledge of:

- Knowledge of materials, methods and techniques used in plumbing, mechanical, electrical, or building for residential and commercial construction
- Knowledge of possible defects and faults in residential construction and effective corrective measures
- Knowledge of applicable federal, state and local electrical codes and regulations pertaining to residential and commercial construction.

Ability to:

- Ability to read and interpret plans, specifications, and blueprints quickly and accurately
- Ability to compare plans with construction in process
- Ability to enforce regulations; ability to discuss problems tactfully and professionally
- Ability to remain impartial
- Ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Skill in:

- Skill in problem solving
- Skill in providing customer service
- Skill in communicating effectively, verbally and in writing

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a telephone; occasional lifting up to 50 pounds; occasional carrying up to 40 pounds; occasional pulling up to 5 pounds; may be subject to extended periods of walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and**,
2. An Unlimited Journeyman license in either mechanical, electrical, plumbing or licensed Inspector **and**
3. An Oklahoma Unlimited Inspector license in either mechanical, electrical, plumbing, or building, as approved by management, within one (1) year of date of hire.

**WORKING ENVIRONMENT:** Working environment is primarily outdoors, occasionally indoors and in inclement weather; and requires traveling to various locations for inspections.

**EEO Code: N-02**

**Group: Engineering, Planning, and Technical**

**Series: Inspection**