

**BUILDING TRADES INSPECTORS
BUILDING, ELECTRICAL, MECHANICAL, AND PLUMBING
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT
Effective 07/13/2022**

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Note: Refer to the Building Trades Inspectors Progression and Productivity Program Policies and Procedures Document additional information and clarification on requirements, guidelines, and procedures.

To Become: Inspector (AT-28)

EDUCATION/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, or contractor.
(d) Possession of the appropriate unlimited trades license.

LICENSES/

CERTIFICATIONS: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and**,
2. An Unlimited Journeyman license in either mechanical, electrical, plumbing, **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.

DEMONSTRATED

SKILL PROFICIENCY: Successful completion of the Inspector Hiring Process

<i>Proficiency Increase:</i>

An increase to the next step within the AT-28 pay grade will be awarded to any Inspector who receives a satisfactory performance rating on the most current performance evaluation, who has twelve (12) months experience as an Inspector and who successfully:

Completes one (1) additional International Code Council (ICC) exam, not previously taken, as approved by management, **or**

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Completes fifteen (15) hours from an accredited college or university in construction technology, public administration, business administration or a related field, not previously submitted; **and**

Completes three (3.0) course credits from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

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To Become: Inspector II AT-32

EDUCATION\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) 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, or contractor;
(d) Possession of an Unlimited Inspector trades license, in a discipline determined appropriate by management; **or**

2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Six (6) years of experience relevant to the essential tasks listed in this job description; **including**,
(c) Three (3) years' experience as a building superintendent, foreman, or contractor;
(d) Possession of an Unlimited Inspector trades license, in a discipline determined appropriate by management

LICENSES/

CERTIFICATIONS: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and**,
2. One (1) International Code Council (ICC) certification as a Residential and Commercial Building, Electrical, Mechanical, or Plumbing Inspector; **and**
3. One (1) additional ICC certification as a state licensed Unlimited Inspector in one of the following disciplines, in which the employee is not currently certified: Plumbing, Mechanical, Electrical or Building as approved by management.

1st Proficiency Increase:

An increase to the next step within the AT-32 pay grade will be awarded to any Inspector II who receives a satisfactory performance rating on the most current performance evaluation, who has twelve (12) months experience as an Inspector II and who successfully:

Completes one (1) additional International Code Council (ICC) exam, not previously taken, as approved by management, **or**

Completes fifteen (15) hours from an accredited college or university in construction technology, public administration, business administration or a related field, not previously submitted; **and**

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Completes three (3.0) progression credits from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

<i>2nd Proficiency Increase:</i>
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An increase to the next step within the AT-32 pay grade will be awarded to any Inspector II who receives a satisfactory performance rating on the most current performance evaluation, who has twenty-four (24) months experience as an Inspector II and who successfully:

Completes fifteen (15) hours from an accredited college or university in construction technology, public administration, business administration or a related field, not previously submitted.

Completes two (2.0) progression credits from an internal City of Tulsa Development Training course(s) in leadership or management, not previously taken, as approved by management.

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To Become: Senior Inspector (AT-36)
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EDUCATION\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 one hundred and twenty (120) hours from an accredited college or university; **and**,
(b) Three (3) years of experience as a state Unlimited licensed mechanical, building, plumbing, or electrical inspector; **and**,
(c) Six (6) years' progressively responsible experience relevant to the essential tasks listed in this job description; **or**

2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Seven (7) years of experience as a state Unlimited licensed mechanical, building, plumbing, or electrical inspector; **and**
(c) Nine (9) years' progressively responsible experience relevant to the essential tasks listed in this job description

LICENSES/

CERTIFICATIONS: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and**,
2. Two (2) International Code Council (ICC) certifications as an Unlimited Inspector; **and**
3. One (1) additional International Code Council (ICC) certifications is required within twelve (12) months of date of hire, not previously submitted, as approved by management.

DEMONSTRATED

SKILL PROFICIENCY: Obtain and maintain and active International Code Council Inspectors License in particular trade and have worked at least one (1) year as an Inspector II performing Residential and commercial permit inspections.

1st Proficiency Increase:

An increase to the next step within the AT-36 pay grade will be awarded to any Senior Inspector who receives a satisfactory performance rating on the most current performance evaluation, who has twelve (12) months experience as an Senior Inspector and who successfully:

Completes fifteen (15) hours from an accredited college or university in construction technology, public administration, business administration or a related field, not previously submitted; **and**

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Completes three (3.0) progression credits from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

2nd Proficiency Increase:

An increase to the next step within the AT-36 pay grade will be awarded to any Senior Inspector who receives a satisfactory performance rating on the most current performance evaluation, who has twenty-four (24) months experience as a Senior Inspector and who successfully:

Completes fifteen (15) hours from an accredited college or university in construction technology, public administration, business administration or a related field, not previously submitted; **and**

Completes two (2.0) progression credits from an internal City of Tulsa Development Training course(s) in leadership or management, not previously taken, as approved by management.

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To Become: Senior Inspector II (AT-40)

EDUCATION\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 one hundred and twenty (120) hours from an accredited college or university; **and**,
(b) Three (3) years of experience as a state Unlimited licensed mechanical, building, plumbing, or electrical inspector **and**,
(c) Six (6) years' progressively responsible experience relevant to the essential tasks listed in this job description; **or**

2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Seven (7) years of experience as a state Unlimited licensed mechanical, building, plumbing, or electrical inspector; **and**
(c) Nine (9) years' progressively responsible experience relevant to the essential tasks listed in this job description.

LICENSES/

CERTIFICATIONS: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and**,
2. Two (2) International Code Council (ICC) certifications as an Unlimited Inspector; **and**
3. (ICC) certification as a Certified Building Official are required within twelve (12) months of date of hire and participate in 3hrs. of employee training as approved by Management.

DEMONSTRATED

SKILL PROFICIENCY: Obtain and maintain and active International Code Council Inspectors License in particular trade and have worked at least five (5) years as a Senior Inspector performing Residential and Commercial permit inspections.

1st Proficiency Increase:

An increase of two (2) steps within the AT-40 pay grade will be awarded to any Senior Inspector II who receives a satisfactory performance rating on the most current performance evaluation, who has two (2) years' experience as a Senior Inspector II and who successfully:

Completes five (5.0) progression credits from an internal City of Tulsa Development Training course(s) in leadership or management, not previously taken, as approved by management., **and**

Completes ten (10) consecutive years of service as a licensed inspector in a particular trade.