

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

**PURPOSE OF THE CLASSIFICATION:** Under general supervision supervises and coordinates tasks of staff to ensure compliance with plumbing, mechanical, electrical, fire, or building codes and other ordinances and performs other related assigned duties.

**ESSENTIAL TASKS:**

- Coordinates and supervises the work of subordinate personnel, including prioritizing and assigning work, ensuring staff is trained, conducting performance evaluations; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary recommendations communicating policies, procedures, goals and objectives
- Oversees daily inspection operations of residential and commercial construction or other applicable services ensuring compliance with local, state and federal regulations, codes, specifications, standards and/or contractual obligations
- Performs inspections and/or investigations; issues notices and citations as required
- Interprets and provides technical guidance related to plans, ordinances, codes, criteria and regulations for the inspection process for subordinates, architects, engineers, contractors and citizens
- Reviews inspection needs, inspection work results, and related investigations
- Prepares and/or participates in the development and presentation of proposed appeals and grievance resolutions and policies and procedures to the Board of Appeals as required
- Prepares and/or participates in the development and presentation of proposed appeals and grievance resolutions and policies and procedures to the Board of Appeals as required
- Conducts or directs special studies or projects as required.
- Assists with providing post-disaster assessment and response support
- Resolves design conflict problems and customer inquiries
- Assists in preparation of code/ordinance changes related to assigned codes and ordinances
- Resolves design conflict problems and customer inquiries
- 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 120 hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **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 contractor or in a supervisory position in the fields of plumbing, mechanical, electrical, or building inspections; **or**
2. (a) Completion of sixty (60) hours from an accredited college or university; **and**,  
(b) Seven (7) years of experience relevant to the essential tasks listed in this job description **including**,  
(c) Five (5) years' experience as a contractor or in a supervisory position in the fields of plumbing, mechanical, electrical, or building inspections.

***PAY INCREASE OPPORTUNITY***

Employee will be eligible for the equivalent of a one-step increase upon successful completion of one of the following:

1. Completion of an additional fifteen (15) hours of coursework from an accredited college or university relevant to the essential tasks listed in this job description; **or**,
2. Obtaining and maintaining possession of an additional certification from the Construction Industries Board (CIB) in plumbing, mechanical, electrical, or building, not previously submitted, as approved by management.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the methods, practices, materials and tools used in the construction trades
- Considerable knowledge of the City's building, plumbing, mechanical, electrical, fire prevention, storm water and zoning codes and related laws and ordinances
- Good knowledge of construction practices

Ability to:

- Ability to plan, organize and direct the work of subordinates engaged in inspection and enforcement work
- Ability to accurately interpret plans, specifications and blueprints of considerable complexity
- Ability to write clearly and concisely
- Ability to make engineering and mathematical calculations and to use engineering devices and reference material
- 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.

Skill in:

- Skill in effectively communicating across a diverse group of internal and external customers professionally

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a computer keyboard and telephone; frequently lifting, carrying, pushing, and pulling up to five pounds and occasionally up to fifty pounds; may be subject to walking, standing, reaching, handling, balancing, bending, climbing, twisting, and driving; must be able to maneuver across uneven terrain, changing surface conditions and multiple levels on construction sites; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates:

1. Possession of a valid Class "D" Oklahoma Driver license; **and**
2. Must obtain within one (1) year of hire the International Code Council (ICC) certification as a Certified Building Official (CBO); **and**
3. Obtain and maintain for five (5) years an Unlimited Plumbing, Mechanical, Electrical, or Building Inspector license with the State of Oklahoma.



## CLASS TITLE | INSPECTIONS SUPERVISOR

PAY GRADE: EX-44 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 1045

Effective Date : 08/31/2022

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**WORKING ENVIRONMENT:** Working environment is both indoors and outdoors; and requires some traveling to various City locations to conduct field studies, inspections or code violation investigations; and may be exposed to environmental hazards and weather/temperature extremes.

**EEO Code: E-02**

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

**Series: Inspection**