

SUPERVISOR OF INSPECTIONS (AM)DEFINITION

Under administrative direction assigns, directs and reviews work of the supervising inspectors in a comprehensive program of building inspection.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Evaluates administrative and operating systems and procedures to improve productivity and efficiency. Investigates and responds to complaints from the general public, City Council and City staff in the area of assigned responsibility. Evaluates current construction materials, practices and technology for the purpose of recommending approval of their various uses in the City of Santa Ana and for possible building code revisions. Explains and interprets the building safety programs and provisions to architects, engineers, contractors and the general public. Conducts complex field inspections. Recommends appropriate action in code violation cases. Monitors status of major projects nearing completion and coordinates departmental approvals for occupancy. Develops and supervises the maintenance of inspection records, plans and other related records. Prepares comprehensive reports and correspondence. Assists in preparation of division budget. Assists in preparing revisions to building, plumbing, mechanical, electrical and other codes; compiles and analyzes statistical data and makes recommendations. Establishes employee performance standards and supervises, trains and evaluates assigned staff. Actively promotes and implements principles of Total Quality Service in all operations. Evaluates training needs and plans and schedules appropriate in-service training for inspection staff. Develops goals and objectives consistent with Agency mission statement and implements programs and procedures to accomplish them. Performs related functions as assigned.

DISTINGUISHING FEATRUES OF THE CLASS

This class is distinguished from the Senior Inspectors by its responsibility for supervision of professional and technical staff and the preparation and monitoring of the division budget.

RECOMMENDED MINIMUM REQUIREMENTS

Five years of responsible experience in building inspection activities, with a minimum of two years in a supervisory capacity, or any equivalent combination of training and experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of: supervising principles and practices; Uniform Building Code, state and federal laws regulating building construction; research methods and techniques.

Ability to: plan, organize, schedule, coordinate and supervise the work of others; assist in development and implementation of improved work methods and procedures; develop effective training programs, analyze and evaluate data; prepare and present concise written and oral reports; establish and maintain effective working relationships with other City departments, civic and community groups and the general public.

WORKING CONDITIONS

Must be willing to work any shift, sometimes in inclement weather.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

The successful performer is well organized, has high ethical and professional standards and has excellent interpersonal and communication skills. This highly motivated leader is concerned with development of employees, is customer service oriented and operates in a manner that is in the best interests of the City.

Class title established per Council Resolution No. 2001-073,
effective 7-1-01

Reviewed: 01/04
ADA approved: 01/04