

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

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for supervisory functions and the coordination of staff to ensure compliance with plumbing, mechanical, electrical, fire, or building codes and other ordinances; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises, plans, coordinates, and monitors the work of Inspections personnel
- Supervises 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, issuing 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
- 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
- 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 100:

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 current Senior Inspector or Senior Inspector II, 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 current Senior Inspector or Senior Inspector II, 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
- Staffing, planning, and people management

Ability to:

- Plan, organize and direct the work of subordinates engaged in inspection and enforcement work
- Accurately interpret plans, specifications and blueprints of considerable complexity
- Make engineering and mathematical calculations
- Use engineering devices and reference material
- Utilize the highest level of interpersonal skill to understand, select, develop and motivate internal and external customers

Skill in:

- Communicating across a diverse group of internal and external customers effectively and professionally
- Problem solving
- Conflict resolution
- Decision-making

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



Class Code: 1045

CLASS TITLE | INSPECTIONS SUPERVISOR

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Effective Date : 01/29/2025

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