



City of Tempe

SENIOR BUILDING INSPECTOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	360	<i>Department:</i>	Community Development
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Building Inspection Manager
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS

The Senior Building Inspector class is distinguished from the Building Inspector I/II/III+ by the ability of the Senior Building Inspector to provide the best building inspection services possible with an emphasis on excellent customer service. The Senior Inspector will use their exceptional code knowledge to help everyone they collaborate with both internal and external customers. Customers can include building owners, business owners, architects, engineers, superintendents, permit technicians, inspectors, tenants, residents and coworkers including other City departments. All stakeholders in the construction process or in the use of a finished building are to be considered customers. When problems arise, the Senior Inspector uses their exceptional knowledge and problem-solving to advance projects while addressing code issues.

REPORTING RELATIONSHIPS

Receives general supervision from the Building Inspection Manager or from other supervisory or management staff.

Exercises direct supervision over Building Inspectors and administrative support staff along with exercising functional supervision over other field Inspection staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience in the inspection of public, commercial, industrial and residential buildings including two years of lead or supervisory experience.
<i>Education:</i>	High school diploma, GED or equivalency, supplemented by college level courses in architecture, engineering, construction technology or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Possession of an ICC Building Inspector Certificate, Plan Examiner certificate, Structural Inspector certificate.

	<ul style="list-style-type: none"> ● Other combinations of experience, education and certification may be considered depending on the needs of the department. ● Must complete applicable supervisor’s training to become skilled at understanding and applying city policies and procedures. ● Must obtain one relevant Inspection Certification as approved by the supervisor each year in this position. Related degrees in engineering, architecture or construction management from an accredited college or university may be substituted for the two additional certifications by the Building Inspection Manager. ● Must possess and maintain all licenses/certifications.
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values and provide lead supervision to lower level building inspection staff; to research, interpret and apply technical code requirements to difficult or unusual inspection issues.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Recommend goals and objectives; assist in the development, writing and implementation of policies and procedures.
- Supervise and coordinate building inspection activities; coordinate office and field building inspection activities with other City departments, contractors and developers.
- Participate in the development of the building inspection work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Participate in the selection of staff; work with employees to correct performance deficiencies; implement disciplinary procedures; schedule staff to ensure optimal service levels are maintained; provide or coordinate staff training or training for other groups as required.
- Supervise the issuance of building permits; review files for inactive or expired permits; renew expired permits when eligible.
- Approve plans for construction; issue notices and citations for projects not complying with building codes and ordinances; ensure proper registration for industrial plants.
- Answer difficult questions and provide information to the public, contractors, engineers, builders and architects; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Supervise inspections of industrial, commercial, high-rise, complex residential and damaged buildings during various stages of construction and remodeling to assure compliance with

applicable codes and regulations of City, State and Federal agencies; perform the most difficult building inspections.

- Provide or coordinate inspection staff training; work with employees to correct deficiencies and maintain a variety of detailed records and prepare reports as requested.
- Oversee and direct the building inspection office operations; maintain appropriate records and files; coordinate workflow.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Revised June 2001 (range adj)

Revised July 2003 (change in certification requirements)

Revised September 2007 (clarification of job duties)

Revised November 2013 (update job duties & supervises Bldg Inspectors, Code Inspectors, etc.)

Revised February 2020 (updated MQs experience, License/certifications)

Revised October 2021 (update minimum quals)