



City of Tempe

BUILDING INSPECTION MANAGER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	398	<i>Department:</i>	Community Development
<i>Supervision Level:</i>	Manager	<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.

REPORTING RELATIONSHIPS
Receives general direction from the Deputy Community Development Director - Building Safety and Permits or from other supervisory or management staff.
Exercises direct supervision over building inspection staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Six (6) years of experience in building inspection, design or construction of which at least two (2) years must be in building inspection; three (3) years of supervisory and code enforcement responsibilities.
<i>Education:</i>	High school diploma, GED or equivalency supplemented by college level courses in building inspection technology, engineering, architecture or construction.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Possession of a Commercial Building Inspector Certification and Commercial Plan Review Certification and possess one (1) additional certification as listed below from a recognized code publishing organization. In addition, requires the possession of Certified Building Official within twelve (12) months of hire or promotion. <p>Electrical Inspector, Plumbing Inspector, Mechanical Inspector, Building Plans Examiner, Combination Plans Examiner, Accessibility Inspector/Plans Examiner, Residential Combination Inspector, Commercial Combination Inspector, Reinforce Concrete Special Inspector, Pre-stressed Concrete Special Inspector or Certified Building Official.</p>

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. To plan, organize and supervise building inspection operations within the Building Safety Division; and to perform a variety of highly skilled technical tasks relative to assigned area of responsibility.

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 and assist in the implementation of goals and objectives; establish schedules and methods for the building inspection program; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in building inspections; assist in difficult inspection problems and code interpretations.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for proposed expenditures; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Supervise record keeping of inspection and abatement actions.
- Prepare comprehensive reports on problem areas and violations; authorize the issuance of compliance orders.
- Request for legal action and testify in legal proceedings as required.
- Perform field inspections of problem areas; inspect industrial, commercial and complex residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of City, State and Federal agencies.
- Coordinate inspection activities with other City departments, divisions and outside agencies; confer with architects, contractors, builders and the general public in the field and office regarding problem areas; explain and interpret requirements and restrictions.
- Attend technical and board meetings to discuss revisions and changes in codes; advise on code amendments and adoptions; represent the Department on citizen boards as a staff advisor.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective November 1988

Revised October 2000

Revised July 2003 (change in certification requirements)

Effective July 2007 (title change/minimum qualifications)

Revised Dec 2010 (Title changed)

Revised November 2018 (updated minimum qualifications)

Revised February 2019 (update work experience to include design or construction experience)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Building Inspection Manager

Job Code: 398

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*		X		
Power Tools*	X			
Hand Tools*		X		
Personal Protective Equipment*			X	
Computer Software				X
Fumes		X		
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors		X		
Working in or around water	X			
Extreme Heat			X	
Extreme Cold		X		
Office Setting				X
Confined Spaces	X			
Excessive Noise**		X		
Heights		X		
Sewage Exposure	X			
Bodily Fluid Exposure		X		

ENDURANCE				
Sit			X	
Stationary / Stand			X	
Traverse / Move		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use		X
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**