



City of Tempe

SENIOR BUILDING INSPECTOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	360	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$69,693
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$94,085
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Building Inspection Manager
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Technicians

DISTINGUISHING CHARACTERISTICS

The Senior Building Inspector class is distinguished from the Building Inspector I/II by the ability of the Senior Building Inspector to use their code knowledge and/or City of Tempe’s processes to ensure the minimum code standards are incorporated in the built environment as the code intends.

REPORTING RELATIONSHIPS

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

Exercises direct supervision over Building Inspectors and Building Code Complaint Investigators along with exercising functional supervision over Fire Inspectors and (Planning and Zoning) Code Inspectors.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of increasingly responsible experience in the inspection of public, commercial, industrial and residential buildings including two years of lead or supervisory experience.
<i>Education:</i>	Equivalent to the completion of the twelfth grade 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"> ● Must possess and maintain a valid driver’s license. ● Possession of a Building Inspector Certification and possession of a second certification as listed below from a recognized code publishing organization. In addition, requires the possession of a third certification as listed below from a recognized code publishing organization within 12 months of hire or promotion: <p style="margin-left: 40px;">Electrical Inspector, Plumbing Inspector, Mechanical Inspector, Building Plans Examiner, Combination Plans Examiner, Accessibility</p>

	Inspector/Plans Examiner, Combination Inspector, Commercial Combination Inspector, Reinforce Concrete Special Inspector, Pre-stressed Concrete Special Inspector, Structural Steel and Bolting Special Inspector, Structural Welding Special Inspector, Structural Masonry Special Inspector or Certified Building Official.
--	--

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.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- 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.
- 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.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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)

September 2007 (clarification of job duties)

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