

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Building and Safety Supervisor	CLASS. CODE: 0126
DEPARTMENT:	Community Development	FLSA: E
REPORTS TO:	Building and Safety Administrator	DATE: 7/1/2002

Job Summary:

Performs technical and professional work to assist the Building and Safety Administrator in achieving compliance with the Municipal Building Codes and related regulations. Has responsibility for inspection of residential and commercial building for Code compliance and health hazards, technical interpretation of proposed changes to building code requirements, implementation of plans review procedures, and maintenance of construction and code enforcement records; supervises professional and technical staff.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Provides technical support to staff to analyze designs or perform building inspections to ensure compliance with municipal codes and safe construction practices, standard engineering practices, and/or engineer and architects law.
2. Coordinates with and discusses plan submittals for crucial items that could delay permit applications with other City departments.
3. Assigns multi-unit inspectors to a schedule that ensures inspection of all units within the obligated five-year period.
4. Submits code clarification items or code changes to the State's structural engineering committee for review; resolves code enforcement issues with contractors, owners and other agencies.
5. Performs inspections or reviews inspections of subordinate personnel related to codes.
6. Implements plan review and building inspection procedures to streamline processes, maintains consistency and ensure work is performed in a timely manner for contractors and the general public.
7. Provides code interpretation and resolves code enforcement issues in response to questions from contractors, owners, engineers, or architects and other agencies. Provides code interpretation and analysis on special problem areas in the code application per the direction of the Building Official.
8. Conducts meetings to disseminate information concerning processes and changes to current codes, discuss staff concerns regarding such processes and other work related issues.
9. Assumes responsibility for inspection and permit activities of the division in absence of Building and Safety Administrator or acts as the Building Official in his absence.
10. Supervises and reviews work of subordinate staff, conducts performance evaluations, assigns daily work assignments and crucial work flow direction, authorizes leave requests, monitors or prepares timesheets; procures additional staff due to vacancies.
11. Develops and requests approval for in-house training, ensures inspectors and examiners receive required training and maintain certifications in their specialty areas; may teach or lead training programs.

City of Salem
CLASS SPECIFICATION

12. Analyzes State legislative and Administrative Rule changes for impact on the City's code enforcement program.
13. Analyzes alternate construction methods or new building materials for compliance with the intent of building codes.
14. Provides staff with direction and code interpretation when assistance is needed.
15. Attends meetings, researches code and legislative changes, investigates complaints from the public, and develops new processes as assigned by the Building Official.

Important Job Functions

1. Maintains appropriate building inspection or plan review records and results of activities.
2. Performs field inspections as necessary.
3. Prepares code enforcement cases for legal processing; responds as City's technical representative on code enforcement issues to court subpoenas.
4. Recommends and drafts proposed ordinance or procedural changes as needed.
5. Attends meetings and various training seminars and conferences as required.
6. Performs other duties as required by the Building and Safety Administrator.

MATERIAL AND EQUIPMENT USED:

- Desktop computer, calculator
- Automobile
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, radio, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Civil Engineering-Structural or a related field; and,

Four to Five (4-5) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Licensed State of Oregon Civil or Structural Engineer required.
- "A" Level Structural Code Inspection or Plans examiner required.
- Fire and Life Safety Plans Examiner required.
- "A" Level Mechanical Code Inspection, Plans Examiner desirable.
- One and Two Family Dwelling code, Structural, Mechanical, Plumbing and Electrical Inspector desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office practices and procedures and basic office software products.
- Principles of engineering including performing calculations and analysis to verify code compliance.

City of Salem
CLASS SPECIFICATION

- Oregon building codes, including plumbing, electrical, mechanical, signs, fire life safety and the One and Two Family Dwelling Code.
- Legal enforcement procedures as applied to code enforcement issues.
- Major types of construction, materials and methods and stages of construction to observe and correct violations and defects.
- Construction and materials innovations and proposed code enforcement requirements as they relate to municipal code enforcement.
- Functional responsibilities of municipal government and budgetary processes within six months of appointment.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Interpret and analyze building codes, ordinances and policies.
- Review and inspect plans for buildings for compliance issues.
- Work independently and make decisions with minimal supervision and establish own methods of accomplishing project assignments.
- Interpret and enforce the intent of building code regulations in a tactful, equitable manner.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Plan, supervise and evaluate the work of subordinate employees.
- Ability to interpret the intent of public health regulations as they relate to field inspections and enforcement procedures.
- Establish and maintain effective working relationships with individuals, coworkers, contractors, architects, other agencies and the public.
- Speak and present effectively in front of small groups.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand occasionally for extended periods.
- See clearly to inspect buildings or review plans.
- Bend, kneel, and stoop and climb ladders and scaffolds.
- Work outdoors in a variety of weather conditions, in confined spaces and at heights.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.