

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Development Services Supervisor	CLASS. CODE: 0516
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Engineer 5	DATE: 7/1/2002

Job Summary:

Subprofessional engineering work, which involves supervision and direction of staff in the issuance of permits and consultation with the public regarding complex engineering design and construction requirements. Leads the review of house site plans and franchise utility program.

Essential Job Functions

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

1. Program manager for the Public Works plan review programs.
2. Supervises the Public Works Permit Application Center. Responsible for permit issuance and providing complex technical information and design consultation for developers, contractors, engineers, architects, designers, and the general public.
3. Directs, educates, disciplines, hires and terminates subordinates.
4. Advises staff on complex decisions related to permit issuance, engineering design, and interpretation of City codes, policies, and standards.
5. Coordinates and advises field inspectors regarding permit and plan requirements.
6. Acts as liaison between the inspectors and permit center staff to resolve issues.
7. Project manager for developer projects.

Important Job Functions

1. Assists staff on training and related courses available for professional development.
2. Attends meetings and various training seminars and conferences as required.
3. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

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

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in civil engineering or a related field; and,

Three to Five (3-5) 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.

City of Salem
CLASS SPECIFICATION

License(s) and Certification(s):

- Cross Connection Specialist Certification
- Plumbing Inspector, Limited, Building Sewer

KNOWLEDGE AND ABILITIES:

Knowledge of:

- City construction standards and practices and general contracting terminology.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Interpret City ordinances, and State and Federal laws and regulations relating to building sewers and cross-connection control or other related public works construction projects.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Read and interpret complex plans, specifications and blueprints.
- Operate computer programs such as GIS, word processing and databases.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lifts up to 10 pounds.
- Show up for work and report to work timely.

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.