



Job Description

TITLE: Building Inspector Supervisor
DEPARTMENT: Community Development
GRADE: 16
FLSA: Non-exempt
EEO DESIGNATION: Technician
REVISION DATE: 4/27/2016

POSITION SUMMARY

Under the direction of the Chief Building Official, the Building Inspector Supervisor is responsible for the coordination and supervision of the Building Inspectors. Performs technical and administrative work including the responsibility for on-site inspections, review of construction plans and specifications for compliance with city adopted construction codes. This position ensures that all construction within the city complies with all of the construction codes adopted by the State of Utah and Draper City, as amended and other applicable city, state and federal requirements related to construction.

ESSENTIAL FUNCTIONS:

- Inspect construction for code compliance.
- Check plans for code compliance.
- Participate in office operations.
- Investigate complaints.
- Attend meetings as directed by the Chief Building Official.
- Performs other duties as directed (duties are not limited to those listed above).

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and a valid Utah Driver's License. This position also requires licensure by the State of Utah to perform inspections of construction projects, certification as a combination inspector in all of the four ICC areas, which are building, mechanical, plumbing and electrical and four years of experience inspecting construction projects. Previous supervisory experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have extensive knowledge of both the International Building Code and International Residential Code, Mechanical, Plumbing, National Electrical Codes, and ANSI A117.1 for Accessibility.



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2. Thorough knowledge of adopted construction codes as amended and adopted by the State of Utah and Draper City, and general construction practices.
3. Must have a thorough knowledge and understanding of the principles of construction and basic planning principles.
4. Must have the ability to read blueprints and verify compliance with city adopted codes.
5. Considerable ability to conduct residential, commercial, and industrial inspections.
6. Must have the ability to communicate effectively both orally and in writing.
7. Must have the ability to prepare clear and concise reports: and to apply word processing and other personal computer applications.
8. Must have the ability to work effectively in a sometimes stressful environment.
9. Must have the ability to communicate and coordinate effectively with other city staff and representatives of other organizations to accomplish shared and multi-disciplinary tasks.
10. Must have the ability to establish and maintain effective working relationships with employees, public officials, contractors, developers and the public.
11. Must have the ability to meet expected deadlines and attain measurable results as defined by the Building Official.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

While performing the duties of this job, the employee must have the ability to climb ladders, scaffolding and traverse construction sites and buildings in varying stages of construction in all types of weather conditions. Also, the employee must be able to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl; talk, hear and/or smell. Employee may be subjected to extremely stressful conditions associated with enforcing compliance with adopted construction codes and ordinances. Also considerable exposure to stress related to time deadlines. Person in this position will be required to use a vehicle to drive to addresses and locations throughout Draper City. Person in this position may also work at a computer station for periods of time during the work day.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.