



BUILDING INSPECTION ADMINISTRATOR

NATURE OF WORK

Serves the public with professional and advanced knowledge in supervising the activities of the Construction and Development Services Inspectors within the Community & Economic Development Department. Works under the direction of the Building Code Official, performing work of moderate difficulty in the day to day supervision, planning and operations of the various trade Inspectors. This position also performs inspections on new and existing construction for compliance with City codes and Ordinances for conformance with approved Construction Documents, construction methods and building safety Citywide.

DISTINGUISHING FEATURES

Work directing and managing the work of multiple construction trade inspectors engaged in the enforcement of state statutes and city codes and ordinances relating to new construction and development, redevelopment and remodeling construction activities, and public safety in buildings. Work also involves responsibility for performing building inspections for construction projects related to new and existing construction.

ESSENTIAL FUNCTIONS (These essential duties are only illustrative.)

Acts as supervisor and manager for inspection staff. Enforces general department policy and code decisions through the review of work, evaluations, and requests for leaves, time off, overtime, and allocation of work of assigned staff.

Works with other departments to insure public safety and code compliance. May respond to calls from other City Departments such as Police and Fire to investigate safety concerns. May be required to respond in the case of an emergency or disaster.

Assists in the review and coordination of construction documents with the Plans Examiner and department Administrative staff. Participates in and reviews the adaptation of new codes and ordinances as they apply to the Building field. Inspects for proper construction methods and code compliance in new and existing building projects.

Inspects new and existing construction for conformance with presently adopted City Codes and Ordinances. Reviews and prepares current reports and records from Inspectors and other agencies regarding code compliance as required. Insures that all inspections have been approved and posted as appropriate in the inspection process.

Determines when newly constructed or remodeled buildings can be approved for stocking; temporary certificates of occupancy and final certificates of occupancy. Reports and posts code compliance and violations, advising contractors and property owners on the needed corrections.



Prepares reports and violation notices to be used in fieldwork or legal hearings, regarding all issues related to code compliance. May be required to provide testimony in Administrative

Hearings and Circuit Court proceedings. Maintains correspondence and other contacts with persons responsible for general contracting. Assists in training Inspectors.

Defines specific objectives, annual goals, and progress benchmarks, and ensures program activities conform to desired outcomes, city ordinances, and state rules and regulations.

Determines, reviews and recommends appropriate changes in program operations, procedures, and budget; reviews and recommends approval of special projects; and reviews and recommends staff training requests.

Coordinates involvement of appropriate personnel in court and administrative hearing testimony, in departmental proceedings, and coordinates appropriate personnel to act as expert witnesses in civil court cases.

Maintains reasonable and predictable attendance.

May assume responsibility for Administrative staff.

Performs related work as required.

SUPERVISION RECEIVED:

Works under the supervision of the Building Code Official and the Director of Community and Economic Development who reviews the work for the effectiveness of services provided, user satisfaction, and overall results achieved.

SUPERVISION EXERCISED:

Exercises supervision over inspectors engaged in carrying out the various functions, requirements, and responsibilities of the Construction & Development Services Division. Supervisory responsibilities include assigning and evaluating work, resolving personnel problems, setting performance goals and standards, making hiring and disciplinary decisions, and performing other supervisory functions.

SUCCESS FACTORS:

Demonstrated ability to manage a diverse group of skilled building trade professionals.

Practiced in managing a union workforce and the application of the collective bargaining agreement.



Demonstrable knowledge of building construction, including structural understanding and fire safety and of generally accepted building practices.

Knowledgeable in construction materials and methods and must have the ability to read and comprehend construction documents.

Skill in understanding and applying City adopted codes and ordinances, in spotting violations and inaccurate work; in reading construction documents.

Significant understanding of all aspects of due process and code enforcement.

Ability to interpret, explain and apply city ordinances and federal policies for the public.

Ability to establish and maintain effective working relationships with property owners, the public, contractors, aldermen, and other department personnel.

Working skill in report writing and record keeping; in using mathematics and business practices; an understanding of basic office procedures.

Ability to plan, assign and supervise work of subordinate personnel.

Ability to express ideas effectively orally and in writing, to conduct research and to prepare clear and concise reports.

Ability to quickly assimilate and analyze complex issues and decisively solve problems or layout an immediate course of action, as necessary.

Ability to establish and maintain effective working relationships with city employees, other government agencies, the general public, builders, contractors, architects, engineers, and developers.

Knowledge of MS Office Suite or other word processing, spreadsheet and data base software standards that may be adopted by City departments.

Knowledge of the principles and methods of organization, management, and supervision.

EDUCATION, TRAINING & EXPERIENCE

Completion of a High School diploma or GED and apprenticeship in the building trades; and five (5) years of experience in general construction work, preferably in a supervisory/managerial capacity. Any satisfactory equivalent combination of experience, education and training which ensures the ability to perform the work may be substituted. Must have experience reading, comprehending and interpreting building related codes. Must have a general understanding of mechanical, electrical and plumbing systems.



NECESSARY SPECIAL REQUIREMENTS

Must meet the following minimum certification requirements, within twelve months of hire, as defined by the International Code Council:

1. Residential Building Inspector Examination

And

2. Commercial Building Inspector Examination

And

3. Building Plans Examiner

Possession of a valid Illinois Driver's License

Ability to well work with the general public.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.