

INSPECTION SERVICES MANAGER

4170

Date: May 2006

Department/Division: Community Development

FLSA: Exempt

Reports to: Community Development Director

PURPOSE OF POSITION

Under the general direction of the Community Development Director, reviews commercial plans for compliance with the 1994 Uniform Building Code; supervises the activities of the Inspection Services Division. Responsible for planning, organizing, instructing and supervising a City-wide inspection program involving the enforcement of all municipal codes and ordinances governing building construction and minimum housing standards. Work is performed independently, but is reviewed by the Community Development Director for effectiveness and conformance with established municipal and departmental policies.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Inspects all commercial projects as they relate to the UBC and local zoning ordinances.
- Trains, supervises, and coordinates the work of subordinate inspectors and makes follow-up inspections for condemnation action to be taken by the City Council.
- Reviews construction drawings.
- Organizes building permit files.
- Inspects bars and lounges for liquor license approval.
- Attends staff meetings with other inspectors and members of the Home Builders Association.
- Receives information on various properties and structures which need to be inspected; supervises and participates in the enforcement of all regulations governing building construction and minimum housing standards.
- Provides staff with direction on methods of inspection, public relations and case documentation.
- Prepares cases for condemnation action by the City Council and follows up demolition contracts authorized by the City Council.
- Confers with property owners, tenants, attorneys, contractors and other interested parties in regard to actions taken by the Division and attempts to work out reasonable solutions in the best interests of all concerned; reviews new construction.
- Prepares budget for the Division.
- Appears before boards, committees and civic groups pertaining to municipal codes and ordinances and their enforcement.
- Prepares and recommends amendments to and revisions of all codes and ordinances enforced by the Division; reviews and recommends changes to current workflow.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Associate's degree or equivalent and eight to ten years experience in a building construction trade at the journey level, supervisory or contractor level, including experience as an inspector. Any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Thorough knowledge of codes, regulations and ordinances governing building construction and minimum housing standards; thorough knowledge of legal precedents as related to the enforcement of Building and Housing Codes and Ordinances; ability to recognize conditions likely to result in collapse or failure of supporting walls, foundations or structures or other conditions that may make a structure unfit for human habitation by reason of health, safety or sanitation factors; ability to explain, interpret and enforce codes, regulations and ordinances firmly, tactfully, and impartially; ability to establish and maintain effective working relationships with subordinates, municipal officials, contractors, architects, property owners, and the general public; ability to perform some strenuous work.

Language Skills and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak effectively with fellow employees, City Council, and the general public; read in English; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public; and the ability to relate to minorities, women, and other protected classes in the community at all socioeconomic levels.

Work Environment

Ninety percent of work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Field conditions outdoors are varying weather conditions, with varying street level noises; and visiting locations within the community whose environment may be different from the City's. Travel in all types of weather extremes to attend training and/or organizes meetings conferences, and workshops; must be mobile and able to visit complainants and businesses within the metro area

Special Requirements

Possession of a valid Iowa driver's license or the ability to provide reliable transportation.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature

Date

Department Approval

Date

The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 000382

Dated: May 31, 2006