

INSPECTION SERVICES SUPERVISOR

4160

Date: September 2006

Department/Division: Community Development

FLSA: Exempt

Reports to: Inspection Services Div Mgr

PURPOSE OF POSITION

Under the general direction of the Inspection Services Division Manager, supervises and oversees the work of the Combination Residential Inspectors, Code Enforcement Officer and Seasonal Nuisance Abatement Officers; performs administrative functions and monitors field operations on a daily basis. Expected to perform work independently, but is reviewed and under direction of the Inspection Services Division Manager for program effectiveness and conformance with established policies.

ESSENTIAL DUTIES OF THE POSITION

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

- Responsible for planning, organizing and supervising a City-wide inspection program involving the enforcement of minimum housing codes and regulations governing residential building construction.
- Supervises the activities of the Combination Residential Inspectors, Code Enforcement Officer, Seasonal Nuisance Abatement Officers and clerical personnel assigned to the Inspection Services Supervisor.
- Organizes and supervises employees engaged in snow removal and weed abatement activities.
- Reviews reports of inspections and investigations by field inspectors and provides direction on methods of inspection, case documentation, priorities, procedures and public relations.
- Assists in the development of policies, procedures, goals, objectives and work standards relative to the operation of the City-wide inspection program.
- Reviews and analyzes methods, equipment used, and performance to find ways of increasing effectiveness, improving results, or affecting the Division's operation budget.
- Prepares and maintains technical reports and records; prepares resolutions for demolition of structures for City Council and related reports; opens bids for demolition and nuisance abatements.
- Trains Combination Residential Inspectors, Code Enforcement Officers, Seasonal Weed Abatement Officers and office staff on inspection procedures, data entry, billing and other related procedures.
- Makes special investigations upon specific requests from other departments of the Municipal Government, preparing written reports of findings indicating violations found to exist or providing requested specific information.
- Reviews code standards and departmental regulations and recommends changes when needed.
- Prepares and issues official notices and initiates appropriate legal proceedings directed toward the correction of minimum Housing, Building and related Code violations.
- Serves as confidential assistant to the Inspection Services Division Manager on problems related to departmental activities and operations; assists in the hiring and evaluation of Combination Residential Inspectors, Code Enforcement Officer and clerical personnel assigned to the Inspection Services Supervisor.
- Assists in the preparation of monthly, quarterly and annual statistical work reports and provides assistance to the Division Manager in the preparation of the department budget.
- Performs general office duties, such as copying, filing, faxing and data entry.
- Establishes and maintains good public relations through courteous and prompt attention to all citizen requests for services.
- Performs other directly related duties consistent with the role and function of the position as assigned by the Inspection Services Division Manager.
- Attends neighborhood coalition meetings and other meetings relative to the City-wide inspection program.
- Maintains regular and punctual attendance and working hours.
- Establishes and maintain effective working relationships with City Officials, other agencies, fellow employees and the general public.
- Regularly lifts up to 25 pounds and occasionally lifts up to 50 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

High School Diploma or GED supplemented by at least two years of college level or business school course work, preferably a four-year degree; and three to five years experience involving direct customer service or public relations in a supervisory level; or any equivalent combination of experience and training which provides the knowledge, skills and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. Ability to quickly move hands, hands together with arms, or two hands to grasp, manipulate, or assemble objects, ability to exert muscle force repeatedly or continuously over time; this involves muscular endurance and resistance to muscle fatigue, ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

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 clearly, distinctly and effectively with fellow employees and patrons; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions.

Work Environment

While performing fifty percent of the duties of this job, the employee is regularly exposed to outside weather conditions and vibration. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic and caustic chemicals and the noise level is loud. Fifty percent of the duties are 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.

Special Requirements

Possession of valid Iowa driver's license.

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#000738

Dated: October 23, 2006