General Statement of Duties
Performs supervisory work over city inspectors engaged in the inspection and enforcement of City standards and ordinances to ensure compliance.

Distinguishing Characteristics
The Chief Inspector supervises the city inspector class series. The Chief Inspector is distinguished from Senior City Inspector by supervisory duties and responsibilities.

Guidelines, Difficulty and Decision-Making Level
Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received & Quality Review
Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communication & Purpose
Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised
Supervises two or more city inspectors who do not supervise.

Essential Duties
Supervises city inspectors engaged in the enforcement of City standards and ordinances with regard to engineering standards within the public right-of-way (streets, curbs, gutters, sidewalks, and alleys), and zoning ordinances specific to land use.

Reviews, develops, or modifies work plans, methods and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
Conducts hiring interviews and selects candidates for job openings.

Resolves problems and mediates conflicts encountered during daily operations, and determines appropriate solutions.

Encourages regular communication and informs staff of relevant business issues.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Develops and implements training plans and programs.

Develops and implements safety standards and ensure compliance.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action.

Responds to formal and informal employee grievances and prepares written responses. Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce compliance and issue permits.

Skill in conducting investigations to ensure compliance with applicable rules and regulations.

### Education Requirement

Associate's Degree.
Experience Requirement

Three (3) years of experience performing inspection to ensure compliance with standards or ordinances at the full performance level.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licenses & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries. Subject to long irregular hours.
Subject to many interruptions.
Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):  

Standing: remaining on one's feet in an upright position. Walking: moving about on foot.
Sitting: remaining in the normal seated position.
Carrying: transporting an object, usually by hand, arm, or shoulder. Climbing: ascending or descending objects usually with.
Balancing: maintaining body equilibrium to prevent falling over. Stooping: bending the body by bending spine at the waist.
Crouching: bending body downward and forward by bending legs. Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by the ear.
Eye/hand/foot coordination: performing work through using two or more. Lifting: raising or lowering an object from on level to another.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distances and space relationships. Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record
Education Verification
### Assessment Requirement

Professional Supervisor

### Probation Period

Six (6) months.

### Class Detail

- **Pay Grade:** N-809
- **FLSA Code:** Y
- **Management Level:** 7
- **Established Date:** 9/21/2018
- **Established By:** Lori Schumann
- **Revised Date:**
- **Revised By:**
- **Class History:**