

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under supervision performs the function as a lead inspector, including complex inspections and investigations in multiple trades, complying with the City's plumbing, electrical, mechanical, or building codes and ordinances, as well as applicable state and federal laws and ensuring the health and safety of the citizens of Tulsa; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs advanced level inspections and code enforcement activities in more than one trade specialty for residential and commercial buildings, including alternations, replacements and repairs, ensuring compliance with applicable ordinances, as well as state, and federal regulations
- Schedules daily inspections for staff and monitors case investigations to ensure accuracy and compliance with applicable codes, policies and procedures, state and federal laws
- Assists in training inspectors across multiple trade disciplines
- Communicates with internal and external customers to garner understanding and to assist in the interpretation of codes and laws, working cooperatively towards resolution and provide high level customer support
- Maintains accurate records and databases for inspections
- Confers with City departments, as well as external engineers, architects, contractors, property owners, on-site workers, inspectors, and others as a subject matter expert on residential and commercial mechanical, plumbing, electrical, or building regulations
- Writes official notices and fine-bearing citations for permit and safety violations
- Represents the City in court as an expert witness, providing testimony and evidence during the prosecution of code violators
- Participates as a post disaster response personnel in conjunctions with the Tulsa Area Emergency Management agency (TAEMA).
- Participates in in-house training sessions with Inspectors for code updates and modifications.
- Reviews applications submitted for consideration by the Board of Appeals prior to scheduling meetings.
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of one hundred and twenty (120) hours from an accredited college or university; **and**,
(b) Three (3) years of experience as a state Unlimited licensed mechanical, building, plumbing, or electrical inspector **and**,
(c) Six (6) years' progressively responsible experience relevant to the essential tasks listed in this job description; **or**
2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Seven (7) years of experience as a state Unlimited licensed mechanical, building, plumbing, or electrical inspector; **and**
(c) Nine (9) years' progressively responsible experience relevant to the essential tasks listed in this job description.

PAY INCREASE OPPORTUNITY

This position is part of a progression family and is eligible for increases within the progression. More information can be found [here](#).

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of materials, methods and techniques used in residential and commercial construction
- Comprehensive knowledge of possible defects and faults in residential construction and effective corrective measures
- Comprehensive knowledge of applicable federal, state, and local electrical, mechanical, building and plumbing codes and regulations pertaining to residential and commercial construction
- Comprehensive knowledge of code updates and applicability.
- Comprehensive knowledge of new products evolving in the industry

Ability to:

- Ability to read and interpret plans, specifications, and blueprints quickly and accurately
- Ability to compare plans with construction in process
- Ability to assist Inspectors with on site consultation to resolve issues.
- Ability to enforce regulations
- Ability to discuss problems with Builders and Contractors tactfully and professionally
- Ability to remain impartial; ability to train and supervise inspectors
- Ability to understand and explain applicable codes and regulations to diverse internal and external customers
- Ability to remain calm in stressful situations
- Ability to provide high level customer support.
- Ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding

Skill in:

- Skill in problem solving
- Skill in explaining complex materials in such a way as to garner understanding
- Skill in public speaking
- Skill in organizing data
- Skill in professionally and calmly handling difficult persons or situations
- Skill in developing employees
- Skill in communicating effectively, verbally and in writing

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a telephone; occasional lifting up to 50 pounds; occasional carrying up to 40 pounds; occasional pulling up to 5 pounds; may be subject to extended periods of walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and**,
2. Two (2) International Code Council (ICC) certifications as an Unlimited Inspector; **and**
3. (ICC) certification as a Certified Building Official are required within twelve (12) months of date of hire and participate in 3hrs. of employee training as approved by Management.

WORKING ENVIRONMENT: Working environment is primarily outdoors, occasionally indoors and in inclement weather; and requires traveling to various locations for inspections.

EEO Code: N-02

Group: Engineering, Planning, and Technical

Series: Inspection