



City of Phoenix

General Inspections Field Supervisor

Job Code:	60040	Job Function:	Inspectional
Salary Plan:	001	Grade:	063
FLSA:	Exempt	Labor Assign:	ASPTA
Benefit Cat:	007	EEO-4:	Technicians
SOC:	47-1011.00	Last Revision:	April 2024

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to supervise the work of a group of General Inspectors I & II in the inspection of residential construction for compliance with the City's building, electrical, plumbing, mechanical, and zoning requirements. Work includes training and supervising General Inspectors I & II in interpreting building plans and related requirements and in solving problems in inspection of the more complex construction during its progress.

DISTINGUISHING FEATURES OF THE CLASS:

Supervision, training, solving difficult inspection problems, and mediation of field code or installation problems differentiate this classification from the class of General Inspector II.

SUPERVISION RECEIVED/GIVEN:

Supervises General Inspectors I and II.
Work is performed under the general direction of the Structural Inspections Supervisor.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

REQUIRED KNOWLEDGE AND ABILITIES:

- Supervises and reviews the work of subordinate General Inspectors I and II for quality and uniformity of inspections
- Assists inspectors in resolving code interpretation differences between inspectors and builders
- Conducts or participates in technical training sessions
- Answers questions and resolves issues relating to building codes and regulations
- Conducts probationary and annual employee performance evaluations
- Ensures inspections are performed in accordance with approved plans and all disciplines
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.



City of Phoenix

Knowledge of:

- Principles and practices of supervision.
- The Construction Code and the Zoning Ordinance applicable to residential construction and associated rules, regulations, and standards.
- Materials and methods used in residential construction including carpentry, masonry, plumbing, mechanical and electrical.
- Stages of construction when possible violations and defects may most easily be observed and corrected.
- Mathematical principles required to perform related technical calculations.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Determine inspection priorities.
- Detect possible defects and faults in construction and recommend or stipulate appropriate remedial measures.
- Accurately read and comprehend construction plans.
- Objectively interpret and apply code requirements and related standards.
- Communicate in the English language by phone or in person in a one-to-one or group setting.
- Instruct others in a classroom setting.
- Use graphic instructions, such as blueprints, schematic drawings, layouts, or other visual aids.
- Comprehend and make inferences from written material.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with other City employees and the general public.
- Work safely without presenting a direct threat to self or others.
- Perceive the full range of the color spectrum, such as when inspecting electrical wires.
- Bend or stoop repeatedly or continually and maneuver around scaffolding, bracing or other unfinished construction elements.
- Ascend and descend ladders or unfinished stairs without handrails, work at heights greater than 10 feet. Travel over rough or uneven surfaces.

Additional Requirements:

Obtaining a combination of discipline specific commercial certifications or licenses may be required for some positions depending on department or section assignment.

All positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

Some positions will require the performance of other essential and marginal functions.



City of Phoenix

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of experience inspecting all aspects of complex residential construction projects for compliance with the City's building, electrical, mechanical, plumbing and zoning requirements (two years at the level of General Inspector II). Other combinations of experience and education that meet the minimum requirements may be substituted.