



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 797.3

Job Title: **MULTI-DISCIPLINE INSPECTOR SUPERVISOR**

Pay Grade: 23

GENERAL SUMMARY:

Supervises Multi-Discipline Inspectors in the enforcement, understanding and application of building codes, and ordinances for structural, electrical, plumbing, mechanical, energy and flood plain management, structures and systems.

RESPONSIBILITIES:

- Supervises and schedules inspectors who perform various types of inspections of structural, electrical, plumbing, mechanical installations, energy and flood plain management to ensure compliance with codes and regulations.
- Develops training programs to improve inspection staff knowledge of code compliance and inspection practices.
- Recommends applicable policies and procedures for personnel and operations to support and maximize effectiveness.
- Investigates inquiries concerning any issues related to work, delays, disputes and change of scope.
- Reviews and approves daily reports to ensure the required documentation is completed accurately and in a timely manner.
- Investigates inquiries from the general public, civic groups, contractors, technical professionals and businesses and provides resolutions to complaints and general inquiries to ensure prompt resolution.

SPECIFICATIONS:

EDUCATION:

Requires an Associate degree in a field closely related to the area of inspection to be performed; or a high school diploma/GED and certification/licensing in a technical specialty program of over 18 months in the area of inspection. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

Substitution: A Bachelor's degree in Construction Management, Building Inspection, Architecture, Engineering or a closely related field may substitute for up to two years of the experience requirement

CERTIFICATIONS AND LICENSES:

If assigned to Residential, must possess:

- Must possess the following International Code Council (ICC) Certifications:
 - Residential Mechanical Inspector
 - Residential Electrical Inspector
 - Residential Building Inspector
 - Residential Energy Inspector/Plans Examiner
- Certified Floodplain Manager (CFM) from the Texas Floodplain Management Association.
- State of Texas Plumbing Inspector's license within 90 days of appointment into this classification.

If assigned to Commercial, must possess:

- the following International Code Council (ICC) Certifications:
 - Commercial Mechanical Inspector
 - Commercial Electrical Inspector
 - Commercial Building Inspector
 - Commercial Energy Inspector/Plans Examiner
- Texas Fire Inspector State Certification
- State of Texas Plumbing Inspector's license within 90 days of appointment into this classification.

EXPERIENCE:

Requires six years of journey level experience in building trades construction, with two of these years as a Multi-Discipline Inspector.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:**Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hiring, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:**Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:

Multi-Discipline Inspector
Multi-Discipline Inspector Supervisor
Assistant Chief Inspector
Chief Inspector

Effective Date: February 2021