



## City of Irving Job Description

### Inspections Director

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Inspections
<b>Job Code:</b>	05011	<b>Reports To (Job Title):</b>	Assistant City Manager

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#### PURPOSE

Support the City's vision and mission and contribute to the execution of the Strategic Plan under the direction of the Assistant City Manager. Lead the operations of the Inspections Department which consists of three divisions: Development Services - responsible for permitting and plan review; Field Operations - responsible for performing construction-type inspections; and Health Inspections - responsible for the inspections of food establishments, and day cares. Serve as Irving's Building Official and in that capacity develop and enforce the city's construction codes and ordinances to reduce the risks to life, property, and the public welfare.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Direct the Inspections Department by providing technical guidance, staff development, mentoring, leadership by example, and succession planning.
- Promote the City's vision through a variety of persuasive efforts including presentations to Council, staff, and residents.
- Serve as Building Official including the development and enforcement of the city's building codes and ordinances and the assessment of alternate building materials or construction methods in order to support a primary purpose of the department and the city Strategic Plan objective "Safeguard public safety, security and health".
- Explain ordinance requirements to Irving residents and business owners and investigate and resolve problems.
- Direct the steps required to sustain department Speed-to-Market cycle times, thereby maintaining a competitive advantage for the City of Irving.
- Guide process improvement initiatives and business system improvements.
- Develop and monitor Inspections Department budget.
- Develop and monitor department Key Performance Indicators and other measures.

#### OTHER DUTIES AND RESPONSIBILITIES

- Perform related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 31 employees.

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 50 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

City Council adopted Inspections Department Budget.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's Degree in Architecture, Engineering, Construction Technology, Business Administration or related field.

### **EXPERIENCE**

- Minimum of eight (8) years of experience in planning, inspections, construction or related field, including at least five (5) years of administrative and supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or the ability to obtain upon hire, may be required.
- ICC Certified Building Official

### **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning; process improvement; developing and monitoring the annual budget; and leadership techniques, teambuilding, and motivation.
- Supervision: Interviewing, hiring, oversight, evaluation, and discipline.
- Codes: In depth comprehension of codes and regulations of city, state and federal agencies.
- Building Plans: Techniques and principles involved in plan review of precision technical plans, blueprints, drawings, and models.

- Customer Service Management: Principles and processes for providing customer and personal services including: needs assessment techniques; quality service standards; alternative delivery systems; and customer satisfaction evaluation techniques.
- Creative Problem Solving: Within the parameters of code and ordinance requirements, seek alternative solutions. Instruct and explain to customers on how to get to their desired end result.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs.

## **SKILLS AND ABILITIES IN**

- Training: Training staff so they will be up to date with the current codes and ordinances. Confirm interpretations are aligned accordingly and develop policies and procedures to be competitive with other cities.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people and provide exceptional customer service including a practice of determining code alternatives to provide customer valued solutions to their code and ordinance challenges.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Interactive presentation: Effectively presenting information to groups and addressing questions.

## **GUIDANCE RECEIVED**

### **City Mission and Goals**

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

## **CONTACTS**

Architects, engineers, contractors, consultants, City Council, Irving's Building and Standards Commission, Irving's Construction Board, Irving's Planning and Zoning Commission, residents, business owners, International Code Council, Las Colinas Assn, Dallas County Utility and Reclamation District, North Texas Council of Governments, other cities or government agencies.

## **EQUIPMENT AND PROPERTY**

Among other equipment, this position utilizes computers, phones, copiers, fax machines, printers, scanners, large format scanners, plotters, cell phones, architect's and engineer's scales, and/or a city vehicle.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, sit, stand, talk, and/or walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.