

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Team Supervisor, Building Safety	BAND/LEVEL:	Prof IV
DEPARTMENT:	Planning & Development Services	JOB NO:	2760
DIVISION:	Building Safety	DATE:	3/25/12
REPORTS TO:	Assistant Code Administrator	FLSA STATUS:	EX
FULL-TIME:xxx _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 608

REPLACES: New Position

DATE: 9/13/07

JOB SUMMARY STATEMENT:

Supervises team members on project specific technical direction and coordination related to plan review and inspection for code compliance. Conducts plan reviews and/or inspections on major projects. Conducts quality control activities related to plan review and inspection.

DUTIES AND RESPONSIBILITIES:

1. Supervises team members on project specific technical direction and coordination related to plan review and inspection for code compliance. Provides day-to-day training; conducts performance evaluations; and makes recommendations to management regarding hiring and disciplinary actions.
2. Reviews and approves construction plans on major projects (e.g., hospitals, high rise, malls) for compliance with adopted codes and ordinances related to building construction and life safety, including the multidiscipline design review and approval of structural, building, plumbing, mechanical, electrical, fire suppression, standpipe and fire alarm systems. Performs engineering calculations and reviews engineering calculations and reports.
3. Conducts field inspections on major projects including various building systems and components for compliance with building code, plumbing code, national electrical code, model energy code, fire prevention code, and associated standards. Evaluates and analyzes a wide variety of structural, mechanical, electrical and plumbing installations for code compliance.
4. Conducts quality control activities related to plan review and inspections in accordance with established policies and procedures. Serves as a member of the quality control and interpretations team.
5. Meets with professional clients related to assigned projects for problem solving activities, complaints, etc.
6. Monitors work assignments/scheduling for consistency, efficiency, level of experience and expertise, customer service delivery and assurance of meeting established benchmarks.
7. Monitors and reviews project related correspondence.
8. Executes and maintains directives, policies and procedures as established by City of Overland Park/management.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in Architecture, Engineering, Construction Management and/or Technology, or an equivalent combination of formal education and work experience required. Must possess and appropriate valid driver's license and maintain an insurable driving record. Must be certified as Master Code Professional or ability to obtain certification within 12 months of employment.

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EXPERIENCE:

Five years code administration and/or enforcement. Two years supervision/leadership of technical employees preferred.

SKILLS:

1. Analytical skills
2. Attention to detail
3. Basic math and accounting skills
4. Working knowledge of personal computers and word-processing software applications
5. Facilitation skills
6. Human relations/interpersonal skills
7. Leadership skills
8. Project management skills
9. Working knowledge of public sector administration
10. Public speaking/presentation skills
11. Supervisory skills
12. Time management skills
13. Effective written and oral communications skills

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to train and guide others
4. Ability to recognize and protect confidential information
5. Ability to prioritize multiple tasks
6. Ability to read and comprehend federal, state and local policies and regulations
7. Ability to read and understand building plans and specifications
8. Ability to carry out assignments through oral and written instructions
9. Ability to work independently
10. Ability to work in a hectic environment with many interruptions
11. Ability to analyze and recommend possible solutions
12. Ability to learn and understand PC software applications
13. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, stoop, climb, push and pull
2. Ability to make and receive phone calls
3. Ability to identify and distinguish colors
4. Ability to distinguish smells
5. Ability to operate City vehicles
6. Hand and eye coordination adequate to input computer and typewriter
7. Exposure to dust, smoke, vapors, sprays and mists
8. Exposure to extreme temperatures
9. Exposure to heights
10. Exposure to vibrations
11. Exposure to high voltage
12. Exposure to loud noises
13. Ability to lift 40 lbs and transport 20 feed
14. Ability to push/pull up to 50 lbs.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Multidiscipline Inspectors
Plans Examiners

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.