



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: SUPERINTENDENT PERMITS AND INSPECTIONS

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4100

PAY RANGE CODE: 26 AEC

REVISION DATE: 3/30/17

NATURE OF WORK:

This is administrative and professional work that involves directing employees engaged in all functions of the Building and Development Division of the Planning Department. Work involves supervision of professional and technical personnel in the areas of plan review, code development, computer technology, permit issuance, contractor licensing, construction inspection, code enforcement, and numerous other miscellaneous permit functions. An incumbent in this classification works with considerable independence and reports to the Planning Director.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Oversees the daily operation of a large Planning Department division and coordinates activities with other divisions, departments, and government agencies.

Manages the annual budget and expenditures of the Building and Development division.

Administers and oversees the permit, inspection, plan review, contractor licensing, and computer technology functions of the division.

Administers and interprets the city's building, electrical, mechanical, plumbing, energy conservation, licensing, and other codes.

Assigns work, provides direction, monitors performance, and recommends the hiring, disciplining, and termination of subordinate employees.

Responds to written and telephone inquiries from the public; communicates with contractors, architects, engineers, and the public regarding construction code requirements and proper design and construction methods.

Participates in the adoption of construction codes, coordinates the review committee process for code changes, and approves final proposals for presentation to the City Council.

Explains and provides teaching for city required continuing education credits (CEUs) as it relates to city contractor licensing.

Coordinates damage assessment of buildings and structures in the event of disasters and trains support staff in damage assessment procedures.

Addresses community groups, industry groups, and state agencies, regarding administrative and code issues.

Serves as the city's Building Official and as a representative to the International Code Council, the National Fire Protection Association, and other professional organizations.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of modern construction practices, methods, materials, and equipment as applied to review and approval of plans and building specifications and to division inspections.

Knowledge of structural, mechanical, electrical, and plumbing engineering and practices for all types of structures and occupancy classifications.

Knowledge of municipal building, electrical, mechanical, plumbing, energy conservation, zoning, special and miscellaneous permits, and related ordinances.

Skill in making complex engineering and mathematical calculations and in the use of engineering devices and reference materials.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to administer sound principles and practices of organization, personnel, and financial management to the operation of a large municipal division.

Ability to administer testing for and issuance of a variety of professional and/or trade licenses required by City codes and ordinances.

Ability to supervise subordinates including assigning work, providing direction, monitoring performance, and recommending the hiring, disciplining termination of employees.

Ability to communicate administrative and construction code requirements in a clear and professional manner.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 76 to 100% of the time; and reach, stand, and walk up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Engineering with a structural or mechanical emphasis in Architectural Engineering, Architectural Design, Construction Technology, or a related field

AND

Five (5) years of progressively responsible experience in work involving building plans and designs, building structural design, construction and inspection, with a minimum of three (3) years of progressively responsible experience as a manager or supervisor in a permits and inspection function for a state, county, or municipality.

SPECIAL QUALIFICATIONS

Must be licensed as a professional engineer or architect in the State of Nebraska or must be certified by the International Code Council as a Master Code Professional or a Certified Building Official at the time of application.

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting or in buildings under construction involving exposure to all weather conditions. Employees in this classification are also exposed to very hazardous structures and conditions, noise, working near moving machinery and electrical currents, periodically in high places or confined spaces, in conditions such as fumes, odors, or dust.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone
Printer

Copier
Engineering instruments

Computer
Scanner

Previous Revision Date(s): 04/29/193
12/28/99
01/29/08
03/25/10