

Mayor and Council Town Of Middletown

Job Title: INSPECTIONS FOREMAN
Department: Inspections
Reports To: Town Manager
FLSA Status: Non-Exempt

Summary:

Supervises new and existing buildings, structures, streets and utilities to enforce conformance to building, grading, and zoning laws and approved plans, specifications, and standards by performing the following duties.

Essential Duties and Responsibilities:

1. Supervises residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards.
2. Observes conditions and issues notices for corrections to persons responsible for conformance.
3. Obtains evidence and prepares reports concerning violations which have not been corrected.
4. Interprets requirements and recommends compliance procedures to contractors, craftworkers, and owners.
5. Supervises inspection records and prepares reports for use by administrative officials.
6. Supervises ~~surveys~~ of existing buildings to determine lack of prescribed maintenance, housing violations, or hazardous conditions.
7. Reviews request for and issues building permits.
8. Prepares departmental budget for approval by Mayor and Council.

Supervisory Responsibilities:

- Directly supervises employees in the Inspections/Code Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and procedures.
- Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations.
- Project Management. – Develops project plans; Manages project team activities.
- Technical Skills – pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

- Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills – Maintains confidentiality; Listens to others without interrupting.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Written Communication – Writes clearly and informatively; Varies writing style to meet needs; Able to read and interpret written information.
- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
- Visionary Leadership – Inspires respect and trust.
- Change Management – Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change.
- Delegation – Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership – Exhibits confidence in self and others; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Continually works to improve supervisory skills.
- Quality Management – Demonstrates accuracy and thoroughness.
- Diversity – Promotes a harassment-free environment.
- Ethics – Treats people with respect; Keeps commitments; Works with integrity and ethically.
- Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Strategic Thinking – Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Adapts strategy to changing conditions.
- Judgement – Displays willingness to make decisions; Supports and explains reasoning for decisions; Makes timely decisions.
- Motivation – Demonstrates persistence and overcomes obstacles.
- Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Organizes or schedules other people and their tasks.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance.
- Safety and Security – Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

- Attendance/Punctuality – Is consistently at work and on time.
- Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative – Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Education and/or Experience:

- Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills:

- Ability to calculate figures and amounts such as percentages, area, circumference, and volume.

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

- While performing the duties of this Job, the employee is frequently required to stand, walk and sit.
- The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate.

Reviewed 07/04

Revised 04/24