



Office of Human Resources  
Combination Inspector Supervisor - CJ2499  
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### General Statement of Duties

Performs supervisory duties over Combination Inspectors who perform two or more technical inspections in the following trade disciplines: construction, electrical, mechanical, and/or plumbing and ensures compliance with applicable codes, regulations, and ordinances associated with each trades area.

### Distinguishing Characteristics

This class performs supervisory duties over Combination Inspectors who conduct inspections in two or more trades disciplines. This class is distinguished from the Chief Trades Inspector who supervises trades inspectors in one of the following trades: construction, electrical, plumbing, and mechanical.

### Essential Duties

Provides day to day leadership for Combination Inspectors who perform two or more technical trade inspections in the areas of construction, electrical, plumbing, construction, and/or mechanical and recommends process improvements and changes in practices and procedures to increase operating efficiency and expedite work flow.

Plans, assigns, and evaluates the work of inspectors, provides technical expertise to staff, and establishes unit and staff work goals and objectives.

Consults with architects, engineers, contractors, departmental supervisors, and others to provide official building code interpretation and coordinates inspections and projects with other city agencies and/or state and federal agencies.

Serves on code committees and panels, originates amendments to code, and recommends adoption of standards.

Supervises the training of inspection personnel in technical inspection procedures and advises and assists subordinates with difficult technical inspections.

Keeps informed of new technical developments and trade practices and recommends improved inspection methods and amendments to existing code regulations.

Implements safety standards and develops procedures to ensure compliance.

Reviews, develops, or modifies work plans, methods, and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities because of budget changes.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce compliance. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

**Level of Supervision Exercised**

Supervises two or more Combination Inspectors and other related staff.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Three (3) years of inspection experience in three of the following inspection areas: structure building, electrical, plumbing, and mechanical.

**Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**Licensure & Certification**

This job requires driving. Requires a valid Driver's License at the time of application.

Requires one ICC Plan Review Certification (relevant to the specific opening).

Requires certification or licensure in at least four of the following areas:

- State of Colorado Electrical License or Master Electrician License
- State of Colorado Plumbing License or Master Plumbing License
- ICC Residential or Commercial Building Inspector
- ICC Residential or Commercial Mechanical Inspector
- ICC Residential or Commercial Plumbing Inspector
- ICC Residential or Commercial Energy Inspector/Plans Examiner
- CACEO Level 1 and Level 2
- Accessibility Inspector/Plans Examiner
- Other applicable certifications based on the needs of the department
- OR
- ICC Residential or Commercial Combination Inspector Certification

By position, additional licenses or certifications that are legally required to perform a specific position's duties and responsibilities may be required at the time of application or by the end of probation depending on the staffing needs of the hiring department or agency.

Licensure in another state with reciprocity may be accepted in lieu of this requirement, provided that the applicant has Colorado licensure at completion of probation.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to cement dust

Potential exposure to cold temperature, cold enough to cause bodily discomfort

Potential exposure to cold weather conditions (indoor/outdoor)

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to dust

Potential exposure to extreme temperature changes

Potential exposure to hazardous/toxic chemicals

Potential exposure to hazards from electro/mechanical/power equipment.  
 Potential exposure to hazards of steam and heat  
 Potential exposure to heat temperatures, hot enough to cause bodily discomfort  
 Potential exposure to heat, wetness, outdoors, odors  
 Potential exposure to hot and humid work environment  
 Potential exposure to housekeeping/cleaning agents/chemicals.  
 Potential exposure to humid conditions with high moisture content to cause bodily reactions  
 Potential exposure to noise from barking dogs  
 Potential exposure to odorous chemical and specimens  
 Potential exposure to odors in animal areas  
 Potential exposure to pesticides or fertilizers  
 Potential exposure to temperature changes: variations in temperature from hot to cold  
 Potential exposure to wet working conditions (cleaning kennels)  
 Exposure due to soil, plants, and insects  
 Extreme cold conditions  
 Handles absentee replacement on short notice  
 Handles emergency or crisis situations  
 Noise sufficient to cause distraction or possible hearing loss  
 Noise sufficient to cause distraction  
 Occasional pressure due to multiple calls  
 Personal Safety: aware of surroundings, people, and events  
 Subject to electrical and radiant energy hazards  
 Subject to hazards of flammable or explosive gases  
 Subject to injury from moving parts of equipment or vehicles  
 Subject to injury from moving parts of equipment.  
 Subject to long irregular hours  
 Subject to many interruptions  
 Subject to precarious or high locations  
 Subject to pressure for multiple calls, inquiries, and interruptions  
 Subject to varying and unpredictable situations  
 Subject to traffic, roadways, and pedestrians  
 Temperature Changes: variations in temperature from hot to cold.  
 Temperature Changes: variations in temperatures from hot to cold when works in field  
 Wet: frequent contact with water or other liquid.  
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage  
 Works in confined, uncomfortable or awkward locations  
 Works in precarious or high locations.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs).

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing/Balancing: Ascending walls, fences, and other obstacles and maintaining equilibrium.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.  
Depth Perception: Ability to judge distances and space relationships.  
Endurance: Ability to restrain animals for a substantial period of time.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.  
Field of Vision: Ability to sharply detect or perceive objects peripherally.  
Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hazards: Conditions where there is danger to life, body and/or health.  
Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Kneeling/Crouching: Ability to locate and capture animals from a lowered position.  
Kneeling: Assuming a lowered position.  
Lifting/Carrying: Move live and dead animals up to 100 pounds.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Neck Flexion: Perceiving objects located above or below.  
Oral Comprehension: Ability to discern the meaning of oral speech.  
Physical Strength: Exerts force to transport objects of 50 pounds or more.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing/Pulling: Transport and control traps and cages, animal foods, equipment.  
Pushing: Exerting force upon an object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Stamina: Ability to work over long periods of time without tiring.  
Standing: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
Vision: Ability to perceive animal behavior, comprehend signs, and detect color.  
Walking: Ability to move or traverse from one location to another.  
Written Comprehension: Ability to discern the meaning of written words.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Motor Vehicle Record  
License/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-12**

**FLSA Code: Y**

**Established Date: 7/4/2021**

**Established By: BM**

**Revised Date: 8/8/2023**

**Revised By: AM**

**Class History: 8/8/2023- Revised licensure and certification.**