



# CITY OF CHINO

## Permit and Inspection Supervisor

### **Definition:**

Under general supervision of the Deputy Director of Development Services, supervises assigned technical counter and field staff; manages the Development Engineering counter operations; oversees permit issuance activities; conducts the most complex and difficult public works inspections; assigns inspection duties; provides information and assistance to the general public, developers and contractors; provides highly technical assistance to the City Engineer; and performs related work as assigned.

### **Essential Functions:**

- Plan, direct, and review the work of the Public Works Inspectors, and staff responsible for public works permit application and issuance, including performance review; assign daily work activities; and, verify work of assigned employees for accuracy, standards and specifications compliance, and proper work methods, techniques, and policies.
- Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; and, implement discipline procedures as necessary.
- Coordinate work schedules of subordinate staff to ensure adequate coverage for inspection in the field and staffing at the Development Engineering counter.
- Prepare employee performance evaluations to include the recommendation of inspection and permit staff goals and objectives.
- Participate in the annual budget preparation and administration.
- Oversee the fiscal activities conducted at the Development Engineering counter to ensure fees are accurately charged and collected; revise and update the Land Development Fee Schedule and Engineering Cost Estimate.
- Review and ensure reports (utility billing, sewage facility development fee, annual list of public improvements, etc.) prepared by counter staff are accurate and submitted in a timely manner.
- Coordinate the processing of record drawings and the updating of public improvement atlases, standard drawings and specifications, benchmarks, and centerline ties, as well as the maintenance of such materials and storage facilities.
- Assist in the development and implementation of policies and procedures necessary for effective public works inspection services and ensure that inspections are conducted in compliance with acceptable traffic control methods and accepted techniques.
- Respond to technical questions from the inspection staff; meet with homeowners, contractors, developers, architects, and engineers to resolve issues and concerns; and recommend necessary changes to obtain compliance with applicable codes and regulations.

## Permit and Inspection Supervisor

- Identify controversial and troublesome projects; keep the City Engineer apprised of all projects and potentially problematic concerns and issues.
- Inspect industrial, commercial, and residential developments during various stages of construction.
- Ensure compliance with approved plans and specifications, and regulations, including the “Greenbook”, City of Chino Standards and Specifications, accessibility regulations, and City ordinances.
- Coordinate inspection activities with other City departments as required.
- Confer with architects, contractors, builders, and the general public in the field and in the office; explain and interpret requirements and restrictions.
- Maintain files and reports regarding inspection activities and findings.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City’s Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

### **Education:**

- High School Diploma or G.E.D. (required).
- Some college level courses related to civil engineering and/or construction technology (desirable).

### **Experience:**

A minimum of one (1) year of increasingly responsible experience in:

- Public Works inspection or Public Works Maintenance.
- Issuance of permits in the Public Right of Way.
- Review and approval of traffic control plans.
- California Building Code and ADA Accessibility regulations in the Public Right of Way.

### **Considerable knowledge of:**

- Related laws, ordinances, rules, regulations, policies, and procedures, including the Accessibility requirements of Title 24.
- Principles and practices of construction methods and materials, and related codes.
- Public works permitting procedures, including the collection of applicable fees.

## Permit and Inspection Supervisor

- Fiscal issues related to budgeting and reporting of fiscal matters.

### Knowledge of:

- Principles and practices of supervision, training, and performance evaluation.

### Ability to:

- Conduct field inspections/investigations.
- Prepare and present reports and maintain accurate records.
- Supervise and evaluate employees.
- Direct, supervise, and monitor the work of assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Analyze data and information and draw logical conclusions.
- Understand and follow verbal and written directions.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Interpret and apply rules, regulations, policies and procedures.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- Work independently.

### Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

### Physical Profile:

Category II – Moderate Physical Effort: Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

Characteristics: Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision, and restraint of juveniles, etc.

### Position Requirements:

#### Lifting, Moderate

Lifting 50 pounds maximum with frequent lifting, pushing and/or carrying of objects weighing up to 25 pounds.

## Permit and Inspection Supervisor

### Climbing

Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.

### Reaching

Reaching above the shoulders to place and/or retrieve objects.

### Walking

Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)

### Standing

Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)

### Sitting

Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)

### Agility

Ability to move quickly and easily often including the ability to crawl, stoop or bend

### Distant Vision, Acceptable for Driving

Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving

### Temperatures

Work in temperatures sufficiently high or low to cause bodily discomfort

### Fumes

Potential inhalation or contact with smoke, vapors, dust or gases

### Work Environment – Outdoors

Ability to work outdoors in all types of weather conditions.

### Work Environment – Moving Objects

Ability to work around moving objects, machinery or vehicles

### Work Environment – Surfaces

Ability to walk on slippery or uneven surfaces

### Heights

Ability to work on surfaces above 20 feet.

## Permit and Inspection Supervisor

**Employee Unit:**  
Unrepresented Management

Revised: 09/13/19  
Replacing Permit and Processing Supervisor classification specification dated 10/17/06.