

CITY OF GLENDALE

TITLE: Development Services Supervisor	CLASS CODE: 565
REPORTS TO: Building Safety Manager	GRADE: 28
DEPARTMENT: Building Safety	FLSA: E
JOB DESCRIPTION DATE: February 15, 2007 cm	

JOB SUMMARY

Plans, develops, organizes, evaluates and supervises the ~~activites~~activities of the Development Services Center staff including the construction plan review-tracking process and is responsible for the program's effectiveness and customer service commitment.

ESSENTIAL FUNCTIONS

1. Plans, organizes, supervises, coordinates, tracks and schedules the plan review of all new commercial construction; new subdivisions, tenant improvements in commercial remodeling, and other miscellaneous commercial projects.
2. Supervises the construction plan review-tracking process and is responsible for the program's effectiveness and customer service commitment.
3. Acts as liaison to the project review team by assisting the developer, contractor, architect, engineer or business owners to resolve problems or questions with the plan review process and/or advising them on the status of their project in the process and serves as liaison for the contractor during construction of a project by providing information on certificate of occupancy procedures.
4. Organizes and conducts meetings with developers, contractors, architects, engineers and business owners regarding plan submittal and development process requirements.
5. Advises the Building Safety Manager and the Assistant Director on the status of the certificate of occupancy process for each project.
6. Coordinates the issuance of miscellaneous permits for subdivision improvements.
7. Acts as a main liaison with the school districts by working directly with their construction coordinators and bond administrators to ensure the permit process requirements are understood and fulfilled.
8. Designs and develops an ongoing management report on project status.
9. Informs the Building ~~Safety Manager~~Safety Manager on the status of projects and permits.
10. Oversees the plan review of residential additions and patio covers, small accessory structures, swimming pools and other miscellaneous projects to assure compliance with all building codes and city ordinances.
11. Researches code updates and changes and advises the Building Safety Manager on consequences to procedures or policies. Assists management in revising and developing policies and procedures in the permit and development process.
12. Evaluates commercial plan submittals using established guidelines for completeness prior to acceptance.
13. Assists the Building Inspection division by receiving complaints and requests for assistance for field related problems. Participates in their proper resolution.

SECONDARY FUNCTIONS

14. Performs other related duties as assigned.

DEVELOPMENT SERVICES SUPERVISOR

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KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Building, mechanical, plumbing and electrical codes, ordinances as they relate to residential construction
Methods of developing and maintaining project status records for management and city officials
Development process, procedures, objectives and standards and their proper application
Other governmental agencies regulations, such as the State Registrar of Contractors and the State Board of Technical Registration
Building inspection procedures
Development engineering and landscaping relative to the development process
Supervisory practices and procedures

Skill in:

Skill in use of computers and their application to the development process

Ability to:

Develop and maintain project status records for management and city officials
Effectively communicate both verbally and in writing
Plan, organize, train, develop and supervise the activities and staff of an assigned work area
Read, interpret and explain development and construction related documents
Research and answer highly technical construction and building code questions at the counter and over the telephone
Explain the development or plan review process and procedures to customers with various backgrounds
Recognize and diffuse potentially hostile situations at the public counter and over the telephone
Calculate development and plan review fees
Provide excellent customer service while functioning in a regulatory capacity
Establish and maintain effective working relationships with developers, contractors, architects, engineers, and public
Resolve problems with contractors, developers, architects, engineers, the general public, and other city staff
Work independently and perform tasks involving numerous details

WORKING CONDITIONS

Office setting

MINIMUM QUALIFICATIONS

Bachelor's degree in planning, architecture, engineering, building construction, or a related field and four years experience in planning, building construction, architecture or a related field including one year of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license
ICC Certification as a Permit Tech or Combination Building Inspector must be obtained within one year from hire date