

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
CODE INSPECTION SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise code inspection enforcement activities in one of the following specialized areas: boiler, electrical, elevator, mechanical, plumbing, ski lift/amusement ride, or building codes. The work requires knowledge of relevant state, federal, and local laws, regulations, and codes, and supervisory techniques, personnel policies, and procedures.

Position Code Title - Code Inspection Supervisor-1

Code Inspection Supervisor 13

The employee serves as a first-line supervisor, participating in code inspection enforcement activities and directing the work of at least two lower-level inspectors in an area of code inspection.

Position Code Title - Code Inspection Supervisor-2

Code Inspection Supervisor 14

The employee serves as a second-line supervisor, participating in code inspection enforcement activities and directing the work of lower-level inspectors through first-line supervisors; or, the employee oversees the work of inspectors directly and serves as an overall assistant director of a statewide inspection program.

Position Code Title - Code Inspection Supervisor-3

Code Inspection Supervisor 15

The employee oversees the work of inspectors through lower-level supervisors and serves as the director of a statewide inspection program.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence related to the work.

Reviews and reports test results on proposed new equipment.

Reviews, recommends, and assists in identifying solutions for problems, disputes, and conflicts regarding the specialized area.

Reviews applications and conducts examinations for installer, inspector, and repairer licenses.

Reviews inspection reports and orders re-inspections when necessary.

Develops, recommends, and implements changes in policies, procedures, methods, and techniques related to code inspections.

Inspects and approves proposed plans and specifications for construction, installations, or alterations of various types of equipment.

Issues, suspends, and revokes inspection certificates.

Inspects nuclear power plants to ensure compliance with American Society of Mechanical Engineers (ASME) Nuclear Codes.

Conducts investigations and prepares reports on code violation complaints.

Testifies, including as an expert witness, at hearings related to violations of codes, laws, or regulations.

Explains, both verbally and in writing, the state and/or federal codes to state, local, and private inspectors and architects, engineers, contractors, and trades workers.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

Additional Job Duties

Code Inspection Supervisor 15

Develops budget and annual activity plans and controls expenditures.

Develops new rules and regulations for approval by the appropriate board.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 13 level, thorough knowledge is required at the 14 level, and extensive knowledge is required at the 15 level.

Knowledge of state and/or federal codes, laws, and regulations relative to the specialized areas.

Knowledge of the standard practices and procedures, tools, equipment, and materials relative to the specialized area of work.

Knowledge of inspection techniques and practices.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of labor relations and applicable union contracts.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to develop, recommend, and implement changes in policies, procedures, methods, and techniques related to code inspectors.

Ability to interpret, inspect, and approve proposed blueprints, drawings, plans, and specifications related to the specialized area of work.

Ability to recommend and establish timetables for the correction of code violations.

Ability to interpret and apply state and federal codes, laws, rules, and regulations related to code inspections.

Ability to represent the division and department at prehearing conferences and hearings.

Ability to prepare and maintain reports and other correspondence related to code inspections.

Ability to observe, obtain accurate data, and prepare reports.
Ability to instruct, direct, and evaluate employees.
Ability to prioritize, organize, and coordinate the work of the unit.
Ability to communicate effectively.
Ability to establish and maintain favorable public relations.

Working Conditions

Some jobs require an employee to work outdoors.

Physical Requirements

None

Education

Education typically acquired through completion of high school.

Experience

Code Inspection Supervisor 13

Two years of experience in code inspection equivalent to the experienced (E11) level or one year of experience in code inspection equivalent to the advanced (12) level.

OR

Eight years of experience in the specialized area including four years licensed in the specialized area if licensure applies.

Code Inspection Supervisor 14

Three years of experience in code inspection equivalent to the experienced (E11) level, two years of experience in code inspection equivalent to the advanced (12) level, or one year of supervisory experience in code inspection equivalent to a Code Inspection Supervisor 13.

OR

Nine years of experience in the specialized area, including five years licensed in the specialized area, if licensure applies.

Code Inspection Supervisor 15

Four years of experience in code inspection equivalent to the experienced (E11) level, three years of experience in code inspection equivalent to the advanced (12) level, two years equivalent to a Code Inspection Supervisor 13, or one year equivalent to a Code Inspection Supervisor 14.

OR

Ten years of experience in the specialized area, including five years licensed in the specialized area, if licensure applies.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Positions will require possession of a certificate or license applicable to the specialized area of code inspection, such as:

Possession of a certificate of competency as a general boiler inspector issued by the Michigan Department of Licensing and Regulatory Affairs.

Possession of a journey or master electrician's license issued by the Michigan Department of Licensing and Regulatory Affairs or a municipality with a state approved licensing program.

Possession of a certificate of competency as a general elevator inspector issued by the Michigan Department of Licensing and Regulatory Affairs.

Possession of a journey or master plumber's license issued by the Michigan Department of Licensing and Regulatory Affairs.

Upon appointment, individuals must meet the requirements of Act 54 of 1986 and become registered as follows: building inspector and plan reviewer; electrical inspector and plan reviewer; mechanical code inspector and plan reviewer; or plumbing inspector and plan reviewer.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CODINSSPV

Job Code Description

CODE INSPECTION SUPERVISOR

Position Title

Code Inspection Supervisor-1

Code Inspection Supervisor-2

Code Inspection Supervisor-3

Position Code

CODNSPV1

CODNSPV2

CODNSPV3

Pay Schedule

NERE-182

NERE-186

NERE-188

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10/27/2024