

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**CODE INSPECTION SUPERVISOR**

**JOB DESCRIPTION**

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

There are three classifications in this job.

**Position Code Title - Code Inspection Supervisor-1**

**Code Inspection Supervisor 13**

The employee serves as a first-level 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-level 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:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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

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

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

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 relative to the work.

Reviews and reports test results on proposed new equipment.

Reviews, recommends, and/or 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, and/or alterations of various types of equipment.

Issues, suspends, and revokes inspection certificates.

Inspects nuclear power plants to ensure compliance with ASME Nuclear Codes.

Conducts investigations and prepares reports on code violation complaints.

Testifies as 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 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 selection techniques and good interview practices.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of employee policies and procedures.

Knowledge of labor relations and fair employment practices.

Knowledge of training and supervisory techniques.

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 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 blue prints, drawings, plans, and specifications relative to the specialized area of work.

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

Ability to instruct, supervise, and evaluate employees.

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

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

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

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

Some jobs require an employee to work outdoors as well as in an office.

### **Physical Requirements**

*None*

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### **Code Inspection Supervisor 13**

Two years of experience in an area of code inspection equivalent to the experienced (E11) level.

#### **Code Inspection Supervisor 14**

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

#### **Code Inspection Supervisor 15**

Four years in an area of code inspection equivalent to the experienced (E11) level, three years in an area of 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.

### **Special Requirements, Licenses, and Certifications**

Certain 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.

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

**Job Code Description**

CODINSSPV

CODE INSPECTION SUPERVISOR

**Position Title**

**Position Code**

**Pay Schedule**

Code Inspection Supervisor-1

CODNSPV1

NERE-182

Code Inspection Supervisor-2

CODNSPV2

NERE-186

Code Inspection Supervisor-3

CODNSPV3

NERE-188

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