

CODE ADMINISTRATION SERVICES CHIEF

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Inspections

REPORTS TO: Inspections Director

CLASS SUMMARY

Manages the Code Administration Services Division of the Inspections Department, ensuring the compliance of building codes to all projects.

DISTINGUISHING CHARACTERISTICS

The Code Administration Services Chief is the second level of a two-level code administration services series. The Code Administration Services Chief is distinguished from the Code Administration Services Specialist in that it has full supervisory authority.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Oversees review of construction projects for building code compliance which includes coordinating project plan reviews and site inspections; ensuring accurate interpretation and application of construction ordinances; and providing for customer service excellence.
- Prepares reports of division activities by reviewing project histories and analyzing statistics on inspections and permit issuance.
- Prepares the division's annual budget and monitors ongoing financial activities.
- Performs assessments of the division's disaster preparedness by monitoring supply inventories and inspecting disaster shelter sites.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- General carpentry, plumbing, and electrical concepts;
- Mechanical system installation and operation principles;
- Building permit issuance procedures;
- Local architectural, construction, and real estate firms;
- State and local building codes;
- General office procedures;
- Accounting and budgetary principles;
- Operation of County government.

Skill in:

- Conducting research on building code topics;
- Performing public relations activities;
- Using a computer and related software applications;
- Delivering customer service;
- Preparing budgets;
- Supervising and evaluating employees;
- Preparing and delivering presentations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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TRAINING AND EXPERIENCE

Bachelor's Degree in Construction Management or related field and five years of construction code enforcement or related experience, including supervisory or lead experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Code Enforcement Official Level III.
- Valid NC Driver's License

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E10/99; R601