

CODE ADMINISTRATION SERVICES SPECIALIST

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: Code Administration Services Chief

CLASS SUMMARY

Reviews construction projects, ensuring they comply with applicable ordinances.

DISTINGUISHING CHARACTERISTICS

The Code Administration Services Specialist is the first level of a two level code administration services series. The Code Administration Services Specialist is distinguished from the Code Administration Services Chief who has full supervisory authority.

TYPICAL CLASS ESSENTIAL DUTIES

- Conducts review of construction projects for building code compliance which includes reviewing project plans; scheduling site inspections; interpreting and applying appropriate construction ordinances; and issuing appropriate permits.
- Responds to inquiries on construction projects from contractors, architects, engineers, and representatives of other agencies by interpreting appropriate ordinances and policy guidelines.
- Performs special projects at the direction of the Code Administration Services Supervisor by researching and applying NC General Statutes to special situations.
- Conducts training for clerical and administrative staff on construction ordinances and policies and office procedures.
- Maintains office equipment by scheduling appropriate maintenance and repairs.
- 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;
- Office equipment;
- General office procedures.

Skill in:

- Reading architectural drawings and schematics;
- Conducting research on building code topics;
- Performing public relations activities;
- Using a computer and related software applications;
- Delivering customer service;
- 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

Associate's Degree in Construction Management or a related field and two years of related field and two years of related construction, code enforcement, or related 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 in any area.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires fingering, 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: Non-exempt

Class Spec Established/Revised: E10/99