

CHIEF CODE ENFORCEMENT OFFICIAL

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: Assistant Inspections Director

CLASS SUMMARY

Performs supervisory and technical duties in verifying the work of code enforcement officials to ensure compliance with state building codes and local ordinances. Each incumbent is chief of a division of the Inspections Department, specializing in one trade area—building, plumbing, electrical or mechanical.

DISTINGUISHING CHARACTERISTICS

The Chief Code Enforcement Official is the third level of a three level code enforcement series. The Chief Code Enforcement Official is distinguished from the Senior Code Enforcement Official 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 building code administration which includes interpreting building codes; filing criminal and civil charges; establishing policies for alternate construction methods; and coordinating activities with other agencies such as the State's department of insurance and the County's fire and health departments.
- Coordinates departmental review of commercial building plans to include determining size and occupancy information; identifying design problems; ensuring compliance with fire safety guidelines; and interpreting and applying applicable building codes.
- Performs specialized field inspections which includes visiting construction projects; monitoring field inspections performed by other department employees; and investigating accident sites for causes related to building design and construction.
- Administers the County's journeyman and construction trades training programs by determining appropriate guidelines for education and experience and establishing standards for certification and licensing.
- Prepares the division's annual budget and monitors ongoing expenditures for staffing, supplies, training, and travel.
- Oversees the division's response to natural disasters which includes performing periodic assessments of preparedness; establishing recovery priorities; and coordinating appraisals of damages.
- 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:

- State and local building codes;
- Engineer and architect licensing requirements;
- Federal Emergency Management Agency policies and procedures;
- Construction materials;
- Design and installation techniques of specified trade area;
- Techniques for inspecting installations;
- Department policies and procedures;
- Budgetary concepts and techniques;
- Supervisory principles;
- Investigation techniques;
- General statutes related to building inspection;
- Construction trades training and licensing programs.

Skill in:

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- Reading architectural drawings and schematics;
- Providing customer service;
- Preparing and delivering presentations;
- Assessing damages and estimating repair costs;
- Interpreting and applying building code provisions;
- Preparing and monitoring budgets;
- Supervising and evaluating employees;
- Using a computer and related software applications;
- Performing investigative work;
- Using specialized testing equipment;
- 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.

TRAINING AND EXPERIENCE

Associate's Degree in Construction Management, Mechanical Engineering, Drafting and Design, Electrical, Carpentry or related field and five years of supervisory or lead experience and related code enforcement experience; or an equivalent combination of training 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 trade area;
- NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires climbing, stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E10/99; R10/02