

SENIOR 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: Chief Code Enforcement Official

CLASS SUMMARY

Serves as lead to staff and performs complex technical plans review or field inspections work related to the enforcement of building codes for various construction projects.

DISTINGUISHING CHARACTERISTICS

The Senior Code Enforcement Official is the second level of a three level code enforcement series. The Senior Code Enforcement Official is distinguished from the Code Enforcement Official by its responsibility for lead worker to other staff, technical resource for other inspectors, project management, complex plans review work, or assisting the Chief Code Enforcement Official in administrative and management functions. It is distinguished from the Chief Code Enforcement Official, in that it does not have full supervisory authority on a regular basis. In the absence of the Chief Code Enforcement Official, some Senior Code Enforcement Officials must assume all duties, responsibilities, and regulatory authority.

TYPICAL CLASS ESSENTIAL DUTIES

- Serves as technical resource to staff, answering questions requiring advanced technical knowledge and experience, and assisting in training others.
- Serves as project manager for complex projects.
- Reviews institutional and commercial construction projects' compliance with the building codes to include inspecting blueprints and schematics; reviewing contractor licenses; and interpreting appropriate construction ordinances.
- Monitors compliance with state construction permit laws by maintaining accurate records of applications and permits issued.
- Administers state licensing requirements for engineers and architects by enforcing dollar and square footage guidelines for building trades.
- Interacts with the public and members of the construction trades to include providing advice on applicable building codes; interpreting codes for field inspectors when necessary; and resolving inspector disputes and/or mistakes.
- Performs appraisals of damages resulting from natural disasters.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

A Senior Code Enforcement Official may be the designated lead to staff in one of the trades divisions—building, mechanical, electrical or plumbing—and, as such acts as assistant division chief, or may be assigned to plans review/project management.

- As lead to staff, duties include assigning and monitoring work and providing direction. Performs code research to answer questions; assists in training other officials; and reviews reports of other officials when a decision is challenged and mediates the issue to ensure the minimum building codes can be enforced. Conducts field inspections of construction projects which includes making on-site observations of foundations, plumbing, mechanical, and wiring at various stages of construction; consulting with contractors as necessary; and completing written reports of inspections.
- As plans reviewer, duties include reviewing architectural drawings and schematics, and performing project management of large commercial projects; meets with Code Enforcement Officials and contractors in the field on projects to assist with complex issues regarding code requirements; provides educational programs for the public to further basic understanding of Code Enforcement Duties of Government; provides continuing educational opportunities for Code Enforcement Officials within the department to help meet required annual training.

SENIOR CODE ENFORCEMENT OFFICIAL**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 trade area;
- Inspections techniques;
- Recordkeeping principles;
- Basic mechanical principles.

Skill in:

- Reading architectural drawings and schematics;
- Providing customer service;
- Preparing and delivering presentations;
- Assessing damages and estimating repair costs;
- Interpreting and applying building code provisions;
- Using a computer and related software applications;
- 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

Must possess level III Certification in at least trade area. Additionally, for lead position, must have progressively responsible lead experience in large commercial construction. For plans reviewer, must have experience in residential and commercial plans review and project management with additional certification in at least one other trade area. Level III certification is required in at least two different trade areas, as approved by supervisor, to advance beyond target rate of pay grade.

LICENSING/CERTIFICATION

- Code Enforcement Official Level III in at least one trade area;
- Valid NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, 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 vibrations, fumes, odors, dusts, poor ventilation, inadequate lighting restrictions, and travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E10/99; R7/01;R10/02;R02/06