

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Planning Services  
Classified, GRADE 14  
FLSA exempt position

### **INSPECTIONS SUPERVISOR**

**GENERAL STATEMENT OF DUTIES:** Supervises staff and the administration of the County building and housing codes and the enforcement of the zoning and other County and development ordinances; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a single position class performing administrative work directing the enforcement of the County codes. General supervision is exercised over the work of all Codes Inspectors and clerical personnel. The work is performed under the administrative direction of the Assistant Director or Director.

**ADA REQUIREMENTS:** This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is not subject to adverse environmental conditions.

**EXAMPLE OF WORK:** (Illustrative Only)

Provide administrative direction for building inspections and permitting staff;  
Provide for the effective enforcement of applicable codes and County ordinances;  
Develop office policies, schedules, and programs;  
Serve as liaison between the County and various contractors, engineers, and the general public;  
Direct the activities of the clerical staff;  
Interpret codes and regulations for code enforcement efforts;  
Attend meetings of various advisory boards and commissions;  
Initiate legal actions against violators of the various County codes;  
Coordinate the activities of the office with County departments and other agencies;  
Assist in preparation of office budget;  
Monitor budget and other administrative procedures within the office.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Comprehensive knowledge of modern building construction practices, methods, materials and equipment; comprehensive knowledge of structural engineering principles and practices; thorough knowledge of State statutes

and regulations pertaining to construction; thorough knowledge of State fire and safety regulations; thorough knowledge of construction trades and their inter-relationships; ability to examine construction plans and specifications to determine construction costs and to evaluate work in progress; comprehensive knowledge of County codes and related ordinances; ability to establish and maintain cooperative relationships with contractors, staff, coworkers, County officials and the public; ability to enforce contractual specifications or building codes with firmness and tact; ability to plan and supervise the work of others; good physical condition; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree from an accredited four-year college or university in architecture, public administration or a closely related field (MPA or MBA desirable) with extensive responsible experience in construction work including high level supervisory or administrative experience supplemented by considerable experience in building inspection work, preferably in a local government; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Must possess and retain ICC Certification Program modules: 1A - Building, 1B -Building, 1C - Plan Review, B4 – Mechanical, Accessibility Code, and Energy Code. Possession and retention of a valid driver license issued by the State of Delaware. Good driving record required to retain position. All motor vehicle violations shall be reported to supervisor immediately. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgment

Est. 07/01/18