

## KENT COUNTY POSITION DESCRIPTION

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

Department of Planning Services  
Classified, GRADE 8  
40 Hour Week

### **BUILDING CODES INSPECTOR I**

**GENERAL STATEMENT OF DUTIES:** Inspects buildings and property for compliance with County building, zoning, housing and property maintenance codes and ordinances; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine inspection work of buildings under construction or alteration and property to determine and secure compliance with the building code and zoning or other ordinances. Work involves the examination and application of standard trade practices to inspection work. Inspections are conducted independently, but in accordance with departmental regulations and established technical standards under the direction of the Building Codes Inspector III, or Inspections Supervisor.

**ADA REQUIREMENTS:** This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, 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, visual inspection involving small defects and/or small parts, 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 subject to inside and outside environmental conditions, and atmospheric conditions.

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

Inspect buildings in the course of construction, alteration, and repair as frequently as necessary for adequacy of foundation, structural safety, and the conformity of the entire structure with approved plans;

Examine plans approved for residential and accessory buildings for permits to see that they conform to applicable building code and zoning ordinances;

Discuss construction, alteration, and repair of building with contractors, property owners, and the public;

Issue "Cease and Desist" notices for building code violations and prepare letter to property owner, contractor, or agent informing them of the violation;

Issue notices for zoning, building, housing and property maintenance code violations and prepare letters to property owners, contractors or agents informing them of violation and method of correcting violations to all codes and ordinances and past precedents;

Prepare reports and maintain records of inspections performed covering conditions found, action taken, and recommendations made for further action;

Make special investigations upon specific request, preparing written reports of findings indicating

violations found to exist or providing requested specific information under the supervisor's direction; Routinely appear as representative of Kent County before County Committees, boards, and commissions and Courts of Law;  
Maintain record of mileage and locations inspected in the course of a workday.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the materials, methods, and practices used in building construction and of stages of construction when possible defects and violations may be most easily observed and corrected; ability to recognize faulty construction or hazardous conditions created by deterioration and to recommend effective corrective measures; ability to read and interpret building construction plans and specifications of buildings and to recognize deviations from such plans in the construction process; ability to enforce codes and regulations firmly, tactfully, and impartially; ability to establish and maintain effective working relationships with contractors, property owners, representatives from other agencies and the public; ability to express oneself clearly and concisely, orally and in writing; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school course work or G.E.D. with five (5) years' experience in general building construction; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written test administered by the Kent County Personnel office. Must possess or pass ICC Certification Program modules: B1 – Residential Building Inspector and Property Maintenance and Housing Inspector within 18 months of hire required to retain position. 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.

As building technologies, code requirements, and enforcement procedures and systems change, employee will be required to keep abreast of such changes by improving skills through additional training or evaluation as deemed necessary to remain effective in performance of duties and application of required knowledge, skills, and abilities.

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Employee Acknowledgment

REV. 12/10/91; 07/01/94; 01/11/99; 07/01/00; 07/01/03; 07/01/04; 07/01/15; 07/01/18