

KENT COUNTY POSITION DESCRIPTION

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

Department of Planning Services
Classified, GRADE 12
FLSA exempt position

BUILDING CODES INSPECTOR III

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

DISTINGUISHING FEATURES OF THE CLASS: The single position class position performs master level work inspecting buildings under construction or alteration and property to determine and secure compliance with the municipal building code and zoning and housing ordinances with considerable technical independence, according to the requirements of the building code and the zoning ordinance with emphasis on quality control and public image of the Work involves the plans review and the examination and application of standard trade practices to the most complex inspection work. Works under the direction of the Inspections Supervisor and supervises subordinate Building Codes Inspectors.

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)

Perform complex inspections of buildings in the course of construction, alteration, and repair as frequently as necessary for conformity of the entire structure with approved plans;
Check building permits, blueprints, and other documents for conformance to codes;
Discuss difficult proposed plans with contractors, property owners, and the public;
Assign work to inspectors and provide training, assistance and leadership to new inspectors;
Compile data and prepare monthly statistical reports regarding inspections, hours worked and daily log results, and reporting results to supervisors.
Issue "Cease and Desist" notices for building code violations and prepares 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;
Insure developer compliance with conditions imposed as part of approval process;
Perform 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 boards, committees, and commissions and Courts of Law;

Review and approve field staff leave requests and timesheets.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the zoning codes and ordinances of Kent County as well as familiarity with recorded site plans and land subdivision process; comprehensive 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 with increasing responsibilities; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must possess and retain ICC Certification Program modules: B1–Residential Building Inspector; B2–Commercial Building Inspector; B3–Building Plans Examiner; Residential Energy Inspector/Plans Examiner, and Property Maintenance and Housing Inspector. 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 will 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

Employee Acknowledgement

Eff. 07/01/01

REV. 04/23/02, 07/01/03, 07/01/04, 07/01/09, 07/01/15, 07/01/18, 07/01/20