

**Title: Building Codes Inspector III**  
**Department: Planning Services**  
**Division/Office: Inspection & Enforcement section**



Grade 2121; Hourly position; Category: Classified; Job Code: BCI3; Rev.:07/01/2021

### **General Description**

The purpose of this position is to perform master level inspection work of buildings under construction or alteration and property to determine and secure compliance with the building code and zoning and housing ordinances.

This single group/team leader position works independently, under limited supervision, reporting major activities through regular meetings.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Performs complex inspections of 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.
- Examines plans approved for commercial, residential, and accessory buildings for permits to see that they conform to applicable building code and zoning ordinances.
- Consults with builders, architects and engineers over a structures design, components, and intended completion.
- Answers questions from permit applicants and general public regarding building codes and their end use application, building techniques, and acceptable building practices.
- Issues notices for zoning, building, housing, and property maintenance code violations and prepares letters to property owners, contractors or agents informing them of violation and method of correcting violations to all codes, and ordinances and past precedents.
- Provides training, assistance, and leadership to newly hired inspectors.
- Prepares reports and maintain records of inspections performed covering conditions found, action taken, and recommendations made for further action.
- Compiles data and prepare monthly statistical reports regarding inspections, hours worked and daily log results, and reporting results to supervisors.
- Issues "Cease and Desist" notices for building code violations and prepares letter to property owner, contractor, or agent informing them of the violation.
- Ensures developer compliance with conditions imposed as part of approval process.
- Performs 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 appears as representative of Kent County before County Committees, boards, and commissions and Courts of Law.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent with six (6) years of experience as a certified building inspector, an engineer, architect, superintendent, foreman, or general building construction or any equivalent combination of education, training and experiences.

### **Additional Requirements:**

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

*This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.*

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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.

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.

**Americans with Disabilities Act 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- 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.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

**Note:**

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 Acknowledgement