

**Title: Inspection Supervisor (CBO)**  
**Department: Planning Services**  
**Division/Office: Inspection & Enforcement section**



Grade 2124; FLSA Exempt position; Category: Classified; Job Code: INSP; Rev.:07/01/2021

### **General Description**

The purpose of this position is to plan and direct the administration of the services provided by the Inspection and Enforcement section which includes inspections of Building sites and structures, and inspections of properties for property maintenance, and Housing Code violations.

This 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.*

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Serves as the Flood Plain Administrator.
- Reviews permit applications for compliance with regulation.
- Provides follow-up review of elevator certifications to verify compliance through the construction process.
- Responds to complaints and inquiries involving staff and/or properties regarding projects and required codes.
- Provides for the effective enforcement of applicable codes and County ordinances.
- Serves as liaison between the County and various contractors, engineers, and the general public.
- Interprets codes and regulations for code enforcement efforts.
- Initiates legal actions against violators of the various County codes.
- Prepares reports as requested from administration.
- Performs related work as required.

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

Requires a Bachelor's degree in civil engineering, architecture, construction management, business or public administration, or related field and four (4) years of experience in municipal code enforcement or any equivalent combination of education, training, and experience.

### **Additional Requirements:**

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

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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.

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 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 fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental 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 designation as a “Certified Building Official” from the International Code Council.
- Certified Floodplain Manager designation Preferred

**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.

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Employee Acknowledgement