

CODES ENFORCEMENT ADMINISTRATOR

General Statement of Duties

Performs responsible technical work examining building plans and performing building and floodplain inspections work for the County.

Distinguishing Features of the Class

An employee in this class reviews construction plans for compliance with State codes and County ordinances, approves the issuance of commercial and residential building permits and inspects construction work in process to enforce State codes for building construction and insulation. Work involves performing inspections in the four trades' areas of building, plumbing, electrical, and mechanical as well as elevation and some fire inspections to determine the quality of workmanship, materials, and safety precautions. Work includes making site visits for grading permits, setbacks, and to ensure compliance with floodplain elevation regulations. Technical judgment is required to interpret State codes and local ordinance provisions as applied to practical construction projects and circumstances. Inspections may require some physical effort and are performed under hazards present in dealing with construction work in progress. Work subjects the employee to inside and outside environmental conditions, hot and cold temperatures and may require working in close quarters, crawl spaces, and similar enclosed spaces and in heights. Work is also subject to noise and dusts. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public. Work is performed under the supervision of the County Manager and is evaluated through conferences, review of reports and records, and feedback from contractors, property owners and the general public.

Duties and Responsibilities

Essential Duties and Tasks

Reviews commercial and residential building plans and applications to ensure all required information is included; contacts contractor for additional information and advises on additional information needed; answers questions about building permit applications.

Examines blueprints, plans and other specifications for new construction, renovations and mobile home placement to ensure compliance to State building codes, local ordinances such as the Ocracoke Development Ordinance and federal requirements; reviews plans for building, plumbing, mechanical, electrical, and Community Rating System compliance; researches codes and regulations to identify requirements; approves and issues building permits.

Conducts site reviews and recommends revisions to projects to assure compliance with State Building codes, ordinances and CRS regulations; meets with builders and contractors to advise them in interpreting and applying code regulations, changes to codes and violations at construction sites.

Performs field inspections of residential and commercial new construction and renovations for compliance with building, electrical, plumbing mechanical, fire building codes and elevation requirements; notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues stop work orders when necessary.

Ensures all inspections are final; closes file and issues a Certificate of Occupancy.

Maintains records of inspections and prepares necessary reports.

Provides customer service to builders, contractors, property owners and the general public; answers questions about code requirements and compliance issues; researches code issues; responds to complaints; investigates and notifies the Department of Insurance of licensing violations.

Maintains currency in qualifications; attends training to maintain certifications and assure knowledge of codes; reviews code books to learn changes to codes.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of North Carolina State building and fire codes, FEMA, CRS and other applicable regulations and ordinances as applied to site location and preparation, and construction projects.

Considerable knowledge of construction and system installation procedures in electricity, plumbing, heating, and air conditioning systems and of building materials, techniques and workmanship.

Skill in reading and interpreting plans and specifications.

Skill in the interpretation of codes, ordinances and other regulations and of their application to specific situations.

Skill in communicating technical code requirements to individuals ranging from architects and contractors to the general public with no technical knowledge of code requirements.

Skill in collaborative conflict resolution.

Ability to establish and maintain effective working relationships with supervisors, coworkers, contractors, property owners and the public.

Ability to enforce regulations tactfully and firmly and resolve complaints.

Ability to establish and maintain accurate and thorough records.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, grasping, feeling, fingering, talking, and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to do extensive reading, use measurement devices, operate a motor vehicle and computer terminal, inspect details of construction and perform other property inspection tasks.

Desirable Education and Experience

Graduation from high school supplemented by trade school course work in the building construction trades and considerable experience in construction trades work; or equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Level I State certification in electrical, building, mechanical and plumbing within the time frame specified; may require a Level I certification in fire.

Administering the Class

An employee may be hired without the State certification; however, until this is obtained, at a Level I in at least the four building trades, he/she should be considered in a trainee status and should be paid at a salary below the minimum of the recommended salary grade until this certification is obtained. The County may consider incentive payments for achievement of Level II certification if warranted by needs of the County.

Salary Grade 67