

CODES ADMINISTRATOR

General Statement of Duties

Performs technical and administrative work in the issuance of permits and inspection of new construction and renovation projects to ensure compliance with State building codes; enforces zoning codes, CAMA and flood plane regulations, and other local codes and ordinances.

Distinguishing Features of the Class

An employee in this class is responsible for the issuance of permits; the inspection of building, electrical, plumbing, and mechanical installations for code compliance; serving as plans examiner for all construction in the City; and reporting on code enforcement and inspections activities. In addition, the employee performs enforcement of zoning and nuisance codes. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public. Work requires strong knowledge of building trades and construction practices, state certifications, and strong public contact, conflict resolution and administrative skills. Work subjects the employees to inside and outside environmental conditions; extremes in temperature; hazard associated with construction work; and may require one to work in close quarters, crawl spaces, and similar enclosed spaces. Work is performed under general supervision and is evaluated based on periodic conferences, review of inspection reports, enforcement activities, and through public reactions.

Duties and Responsibilities

Essential Duties and Tasks

Reviews site plans, blue prints, and specifications; receives applications for permits and checks for all necessary documentation; issues permits.

Inspects new building construction and renovations for compliance with codes in all four trades areas of building, electrical, plumbing and mechanical in all phases of construction.

Conducts zoning and nuisance code enforcement; works with property owners to mitigate overgrow lots, junk vehicles, debris, yard furniture, sign violations, and itinerant businesses.

Writes letters to inform property owners and provide guidance on mitigation; meets with a wide variety of property owners, developers, builders or others to discuss issues and solve problems.

Advises contractors and others in interpreting and applying code regulations.

Enforces federal flood regulations and maintains necessary records.

Serves as CAMA officer; maintains records and supervises the submission of CAMA reports.

Maintains records of inspections and prepares necessary reports for the department using specialized software and field notes.

Notifies responsible parties of code violations and re-inspects to determine if corrective actions have been taken; issues stop work orders.

Issues certificates of occupancy when codes are met.

Maintains data base of cemetery graves; marks or supervises marking of graves for internment; may be required to mark graves on weekends.

Additional Job Duties

May attend Planning Board or Board of Adjustment to provide staff support.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of State building codes and local laws, and related City ordinances regarding zoning, nuisances, and minimum housing requirements.

Considerable knowledge of construction and system installation procedures in electrical, plumbing, heating, and air conditioning systems.

Considerable knowledge of building structural installation procedures.

Knowledge of FEMA flood regulations and reporting requirements.

Knowledge of CAMA regulations, processes and reporting requirements.

Knowledge of the application of information technology to the work.

Skill in reading and interpreting plans and specification.

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

Skill in collaborative conflict resolution, customer service excellence and public contact.

Ability to establish and maintain effective working relationships with contractors and the public.

Ability to enforce regulations consistently, tactfully, and firmly.

Ability to prepare and maintain accurate records and reports.

Physical Requirements

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

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to work with data and figures, operate a computer terminal, do extensive reading, use measurement devices, and perform building inspection tasks.

Desirable Education and Experience

Graduation from a community college with coursework in building trades and considerable experience in the building construction industry and enforcement of code standards; or an equivalent combination of education and experience.

Preference given to those with contractors license.

Special Requirements

State certification as a Building Inspector in the trades areas of electrical, mechanical, building, and plumbing at Level III.

Possession of a valid North Carolina driver's license.

Administering the Class

Employees not meeting the Level III certification requirements for this class shall be hired at lower salary grades as a "trainee" until the III level qualifications can be met.