

## 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.

### Distinguishing Features of the Class

An employee in this class is responsible for the issuance of permits; the inspection of building, electrical, plumbing, mechanical, and fire for code compliance; serving as plans examiner for all construction in the Town; and reporting on code enforcement and inspections activities. Work involves supervision of other inspections staff, purchasing, and technology management. 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 comments.

### Duties and Responsibilities

#### Essential Duties and Tasks

Reviews site plans, blue prints, and specifications; supervises and participates in the processing of applications for permits; approves permits.

Supervises and participates in the inspection of new building construction and renovations for compliance with codes in all five trade areas of building, electrical, plumbing mechanical, and fire in all phases of construction.

Communicates with property owners, contractors and developers and provides guidance on problems and mitigation; meets with a wide variety of property owners, developers, builders or others to discuss issues and solve problems.

Works with builders to develop relationships and plan for workload; advises contractors and others in interpreting and applying code regulations.

Enforces zoning codes and nuisance codes such as for overgrown lots, trash, signs, etc.; issues sign permits; works with property owners on timely mitigation; send letters; documents problems with photography.

Recommends judicial actions and may be required to testify in court against violators of the codes.

Serves as liaison with the Town Historic District Commission and reviews all building modifications in the District.

Supervises and participates in the maintenance of 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.

Coordinates work with planning and zoning and other staff.

Issues certificates of occupancy when codes are met.

Participates in hiring and performs staff communication, motivation, team building, performance coaching and evaluation.

Recommends fee schedules; participates in determining necessary technology; oversees proper maintenance of departmental vehicles and equipment.

Additional Job Duties

- Backs up other staff as needed.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Considerable knowledge of State building codes and local laws, and related Town ordinances.
- Considerable knowledge of construction and system installation procedures in building, electrical, plumbing, heating, and air conditioning systems.
- Considerable knowledge of building structural installation procedures.
- Knowledge of the application of information technology to the work.
- General knowledge of Town budgeting, purchasing and personnel policies and procedures.
- Knowledge of modern and effective supervisory principles and practices including leadership, communication, motivation, mentoring, team building, and performance coaching and evaluation.
- Some knowledge of laws and regulations related to staff supervision.
- 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 Town officials and staff, contractors, builders, property owners, and the general 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 contractor's license.

Special Requirements

- State certification as a Building Inspector in the five trade areas of electrical, mechanical, building, plumbing and fire 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.

