

## **INSPECTIONS MANAGER**

### **DEFINITION OF WORK**

Employee in this class directs and supervises the skilled inspection work of buildings and property within the County to ensure compliance with proper codes and ordinances. An employee in this class manages the Inspections Division by planning and directing the operations of the division; participating in the budget process; managing the human resources components of recruitment, hiring, establishing performance standards, conducting performance reviews, and handling disciplinary issues. Other administrative work includes reviewing the work of others, resource management, and providing counsel and technical advice and supervision to staff. Employee also participates in training staff, updating policies and procedures, and ensuring work products are in line with the goals and objectives of the unit. Work also includes explaining codes to builders, citizens, board members, and administrative staff to include dealing with complaints. Duties include performing code enforcement/compliance inspections and making final decisions with regards to code/compliance interpretations. Technical judgment is required to interpret provisions of the codes as applied to construction projects and circumstances. Inspections require moderate physical effort and are performed under hazards present in dealing with construction work in progress. Tact, courtesy, and firmness must be exercised in dealing with contractors, governmental officials and the general public. Work is performed under the general supervision of the Deputy Planning Director and is evaluated through conferences, review of reports and records, and contractor and citizen reactions.

### **EXAMPLES OF WORK**

Employee performs complex technical and managerial work for the Inspections Division; assists the Deputy Planning Director in planning the unit's operations in the areas of budget, policy development, and procedure modification; manages the daily operations of the Building and Plumbing and the Electrical and Mechanical units; assigns daily work, reviews reports and work products for accuracy; handles citizen complaints about contractors, construction quality and other issues; counsels and provides technical direction to all staff, participates in the recruitment and hiring of staff, conducts performance evaluations, participates in handling disciplinary actions; performs on-site building, plumbing, electrical, mechanical inspections of residential structures and commercial establishments; inspects schools and industrial establishments; supervises and participates in building, plumbing, electrical, and mechanical code inspections; makes final decisions with regards to code/compliance interpretations; notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues stop orders if necessary; issues building permits and certificates of occupancy; advises contractors in interpreting and applying code regulations; communicates with citizens concerning code requirements; reviews site plans, blue prints, and specifications and applications for permits for accessibility and building code compliance; maintains records of inspections and prepares necessary reports; recommends judicial actions and may be required to testify in court against violators of the State building code; drives to various locations within the County to perform work; and performs related work as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Graduation from a two-year community college with a vocational/technical degree in building construction trades and four years of experience in performing field inspections in the assigned area of construction trades work with two of those years in a supervisory capacity; or equivalent combination of education and experience.

**Knowledge, Skills, and Abilities:**

Thorough knowledge of State codes and local ordinances as applied to assigned construction projects for inspection; thorough knowledge of terminology and related professional languages used within the Department as such pertains to work responsibilities; thorough knowledge of building materials, techniques and workmanship; considerable knowledge of construction and insulation related to the four trades areas; skill in interpretation of codes and in their application to specific situations; skill in reading and interpreting plans and specifications; ability to establish and maintain effective working relationships with contractors, staff, and the public; ability to supervise others; ability to enforce regulations tactfully and firmly; ability to establish and maintain accurate and thorough records.

**SPECIAL REQUIREMENTS**

Requires level III Certification by North Carolina's Code Officials Qualification Board for Standard Building and Plumbing Inspector or Standard Electrical and Mechanical Inspector. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

Class levels:

Building Codes Inspector I: Holds four Standard certifications at the I level; may hold probationary level II or III certifications in one or more trade areas. (Employees with probationary certificates would be appointed in a trainee capacity.)

Building Codes Inspector II: Holds four Standard certifications at the II level; may hold probationary level III certifications in one or more trade areas.

Building Codes Inspector III: Holds four Standard certifications at the III level.

**ADA REQUIREMENTS**

The employee is subject to inside and outside environmental conditions and extremely hot and cold temperatures. Work is also subject to noise, dusts and other environmental factors.

**PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 10 to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Must possess the visual acuity to inspect details of construction and of construction plans, prepare reports, use a computer and do extensive reading.

