



POSITION DESCRIPTION

Position Title: Code Enforcement Officer
Reports to: Building and Zoning Manager
FLSA Status: Non-Exempt
Status: Regular Full Time
Grade: IV

Statement of Duties

Position is responsible for performing a variety of routine to complex technical work in buildings inspection work to insure that the Building Code and other related codes and standards are met.

Supervision

Employee works under the general direction of the Building and Zoning Manager. Employee plans, prioritizes, and performs work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Unusual situations are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Employee does not exercise any supervisory responsibilities.

Employee has access to confidential client records.

Job Environment

Work requires inspecting, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines for performing work include a large body of policies, practices, and precedents that may be complex or conflicting, at times. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision-making. Work requires understanding, interpreting, and applying complex federal, state, and local regulations. Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to building construction inspections.

Building & Zoning Department
Code Enforcement Officer
2008

Errors could result in adverse public relations, personal injury/loss, delay of service, monetary loss, damage to buildings and equipment, and/or legal repercussions.

Position has constant contact with the public, for the purpose of conducting inspections; explaining and enforcing codes and regulations; and responding to inquiries, requests, or complaints. Contact usually occurs in person, in writing, or on the telephone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

Primary Job Functions

1. Enforces building related codes, including BOCA, CABO Building Code, NEC Electrical Code and local codes such as sprinkling, nuisance, clearing, grading, filling, burning, signage and Zoning, etc.
2. Issues correction notices and citations.
3. Maintains records of building and inspection activity, and completes related reports.
4. Issues certificates and permits as appropriate.
5. Regularly participates in professional development activities.
6. Assists in researching problems and complaints regarding commercial and residential buildings, building construction, and code compliance.
7. Reviews proposed subdivisions for code compliance.
8. Assists in resolving complex and sensitive customer service issues, either personally, by telephone, or in writing.
9. Maintains records and documents of customer service issues and resolutions.
10. Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.

11. Performs similar or related duties as required.

Secondary Job Functions

1. Performs on-site inspections of footings, foundations, framing, electrical hookups, mechanical systems, and reviews building plans.
2. Examines general framing and structure of buildings to insure that corners are tied in place, that trusses are tied down and set at proper distances, that floor joists are set at right distances and proper spans, and that bridging is put up and in place, and that the general quality and grade of lumber used in construction is standard, inspects concrete, insulation, rough electric work, and accessory structures.
3. Responds to complex and sensitive building issues.
4. Performs the duties of a plans examiner, or mechanical, or electrical inspector as needed and qualified.
5. Assists in administering the clerical portion of the permitting function, including application processing, fee assessment and collection, and permit issuance.

Physical and Mental Requirements

Employee works in and out of doors conducting inspections, and in a moderately loud office setting while performing administrative functions. Employee is exposed to outdoor weather conditions, potentially dangerous situations or people, high places, fumes or airborne particles, moving mechanical parts, and the risk of electric shock. Employee is required to stand, walk, sit, talk, listen, use hands, climb, balance, stoop, kneel, crouch, crawl, and reach while performing duties. Employee occasionally lifts up to 30 lbs., and seldom lifts up to 60 lbs. Normal vision is required for this position. Equipment operated includes light trucks, automobile, office machines, and computers.

Education and Experience

A candidate for this position should have a High School diploma or equivalent; three to five (3-5) years of experience in a related field, including two (2) years of customer service experience; or any equivalent combination of education and experience.

Special Requirements

A candidate must possess a BOCA certification within eighteen months of hire, and attend classes and training sessions required to maintain certification, and have a valid driver's license.

Knowledge, Skills and Abilities

A candidate for this position should have basic knowledge of the following:

- Building and general construction codes
- Carpentry, cement, mechanical, and electrical work

Skill in:

- Applying knowledge of the BOCA building codes, zoning and land use applications
- Operating tools and equipment required of the position
- Use of computer programs and applications
- Enforcing codes and regulations fairly and impartially
- Proficiency in Microsoft Word and Excel

And the ability to:

- Read and understand plans and blueprints
- Establish and maintain courteous and effective working relationships with other employees, public officials, contractors, and general public
- Communicate effectively in person, over the phone, and in writing
- Work under pressure with frequent interruptions, and handle stressful situations
- Assemble and organize materials and work independently on assignments and confidential material
- To inspect buildings and determine compliance with codes and regulations