

# NEW CASTLE COUNTY GOVERNMENT

Number 0510

## CLASS SPECIFICATION

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Date 09/11/15

Title: CODE INSPECTOR

Approved:



GENERAL STATEMENT OF DUTIES: Inspects all building permit activity to assure compliance with all New Castle County Codes relating to construction; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for inspecting permitted construction projects to assure conformance with a variety of codes such as the building code, plumbing code, mechanical code, safety code, and other related codes. This employee is also responsible for reporting unpermitted activity. This employee exercises independent judgement, initiative, and discretion in problem situations, particularly in the field. This employee must keep abreast of new technical developments and engineered systems in the construction field. General supervision is received from a designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Refers to building plans and performs field inspections on all categories of permitted activities to assure compliance with provisions of all appropriate New Castle County Codes;
- Consults with architects, builders, job superintendents, tradespeople, and others on construction practices and code applications and refers difficult interpretive questions to the supervisor;
- Inspects area of responsibility for evidence of unpermitted building activity, initiates action to achieve conformance with applicable County Codes, and reports non-conformance to the appropriate supervisor for further action;
- Inspects area of responsibility for evidence of unpermitted building activity, initiates action to achieve conformance with applicable County Codes, and reports non-conformance to the appropriate supervisor for further action;
- Maintains current knowledge of technical developments and engineered systems in the construction field;
- Maintains a daily log of all work inspected;
- Posts "stop work" orders in accordance with departmental policies;
- Investigates complaints and violations alleging code infractions and/or safety issues relating to the occupancy or use of a structure and makes necessary reports;
- Maintains records and makes reports as required;
- May be required to appear in court to testify on violations;
- Reviews plans on the job site;
- Inspects projects to assure conformance with record plans and reports results to the appropriate supervisor;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of construction principles, techniques, and practices; good knowledge of codes and ordinances related to construction; ability to perform inspections of permitted activities to assure conformance with appropriate codes; ability to check and interpret plans, specifications, and blueprints; ability to maintain current knowledge of technical developments in the construction field; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain effective and courteous relations with builders, contractors, and the public; ability to maintain accurate records.

**MINIMUM QUALIFICATIONS:** At least three (3) years of experience in construction work in a skilled trade at an apprentice level and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

**ADDITIONAL QUALIFICATIONS:** Possession of a valid Delaware Class D driver's license or its equivalent. Successful completion of the following ICC/BOCA required disciplines within timeframe specified below, with maintenance of current status in all required areas. All costs associated with ICC/BOCA examinations, verification, and subsequent maintenance of current status in such examination areas shall be borne by the employee or applicant.

ICC: B1 (Residential Building Inspector) or BOCA equivalent within six months of date of hire or promotion;

ICC: B2 or (Commercial Building Inspector) or BOCA equivalent within one year of date of hire or promotion; and

ICC: M2 or (Mechanical Inspector) or BOCA equivalent OR P2 (Plumbing Inspector) or BOCA equivalent within 18 months of hire and the remaining certification within 24 months of hire.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and a background check.

**NOTE:** Any employee who is in this position as of April 1, 2003, shall be exempt from the additional qualifications with the exception of the driver's license.

### HISTORY OF REVISIONS:

Established:	07/01/73
Revised:	08/25/74
Revised:	06/12/89
Revised:	01/02/91
Revised:	04/01/93
Revised:	03/14/94
Revised:	05/01/99
Revised:	04/01/03
Revised:	04/22/05
Revised:	08/17/07
Revised:	09/11/15