

# NEW CASTLE COUNTY GOVERNMENT

Number 0540

## CLASS SPECIFICATION

Page 1 of 2

Date 05/01/03

**Title:** INSPECTIONS MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Performs responsible administrative and management work to oversee all inspection activities for New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class oversees all inspection activities for New Castle County including privately-funded projects and projects that are funded by the County. The employee exercises a considerable degree of independence and technical knowledge and makes a variety of engineering decisions. Through subordinate supervisors, the employee oversees all inspection activities conducted for or by New Castle County, including sanitary sewer projects, building construction, site grading and drainage, erosion and sediment controls, storm water management, repair and renovation projects, and related areas. Responsibilities include ensuring compliance with all New Castle County Codes and other applicable regulations. The employee interacts with government officials, regulatory agencies, contractors, and other professionals in the field and promotes an ongoing attitude of dedication to excellent public service to ensure that internal and external customers are provided with the highest quality of service. The employee directs, manages, and coordinates technical and support staff and works under the general direction of a senior level engineer or other designated supervisor.

EXAMPLES OF WORK: (Illustrative Only)

- Plans, directs, and manages all inspection activities conducted for or by New Castle County;
- Implements laws, regulations, and code provisions relating to construction and inspection work and ensures compliance with same;
- Develops policies and procedures consistent with inspection standards and generally accepted inspection practices;
- Interprets regulations and code provisions and makes technical engineering decisions;
- Assists subordinate supervisors with difficult inspection problems;
- Coordinates inspection activities with other departments and agencies as needed;
- Ensures compliance with all applicable laws, regulations, and codes;
- Oversees and ensures the implementation of quality control procedures;
- Works with staff in developing methods for dealing with complex issues and in responding to problems and requests received;

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Page 2 of 2

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**Title:** INSPECTIONS MANAGER

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- Provides effective training programs for subordinates;
- Attends public meetings and presents information to community groups;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Comprehensive knowledge of the principles, practices, and methods of inspection of building construction and other construction and repair projects, zoning, site grading, storm water management, and erosion and sediment controls; thorough knowledge of building construction and structural principles and practices; thorough knowledge of laws, codes, and regulations applicable to inspection activities; some knowledge of civil engineering principles; ability to direct and manage a diverse staff engaged in a variety of inspection activities; ability to interpret legal codes and enforce compliance with codes with firmness, tact, and impartiality; ability to make technical engineering decisions; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with government officials, professional associates, contractors, agencies, other employees, subordinates, and the public and to promote an ongoing attitude of dedication to excellent customer service; ability to analyze data and draw valid conclusions; ability to make effective presentations before groups; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least five years experience in the supervision of inspection activities and possession of a Bachelor's Degree from an accredited college or university with major course work in engineering or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**HISTORY OF REVISIONS:**

Established: 07/01/98  
Revised: 05/01/03