

NEW CASTLE COUNTY GOVERNMENT

Number 0505

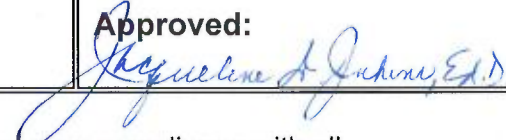
Page 1 of 2

CLASS SPECIFICATION

Date 05/15/19

Title: CERTIFIED BUILDING AND SITE INSPECTOR

Approved:



GENERAL STATEMENT OF DUTIES: Inspects all building activity to assure compliance with all New Castle County Codes relating to construction; performs basic assessment work and performs lines and grades inspections specific to the lot; 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, State of Delaware drainage code and other related codes. This employee is also responsible for inspections on site grading and drainage, erosion/sediment controls, storm water management, assessment valuations and related work. This employee exercises independent judgement, initiative and discretion and must keep abreast of new technical developments and engineered systems in the construction field. Depending upon the needs of the department, this employee may be required to work extended hours such as early mornings, nights and weekends. This employee deals with confidential matters and works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Performs field inspections on all categories of permitted activities to assure compliance with all appropriate New Castle County Codes;
- Consults with architects, builders, job superintendents, tradespeople and others on construction practices and code applications;
- Makes final inspections of permitted construction and lines and grades to ensure that all necessary inspections have been completed satisfactorily to allow the issuance of the Certificate of Occupancy;
- Inspects for evidence of unpermitted building activity, initiates action to achieve conformance with codes and reports non-conformance;
- Maintains current knowledge of technical developments and engineered systems in the construction field;
- Inspects grading of building lots in developments, private lots and commercial sites to assure compliance with approved plans and specifications and erosion/sediment control;
- Maintains a daily log of all work performed;
- Posts "Stop Work" Orders in accordance with policies and procedures;
- Investigates complaints and violations alleging code infractions and/or safety issues relating to the occupancy or use of a structure;
- Maintains records and makes reports as required;
- Prepares data on code violations for use in legal cases and testifies in court, when necessary;
- Reviews plans on the job site;
- Examines property and measures the structures to verify information contained in plans and specifications and files the required reports concerning finished areas and the dimensions of the structure for assessment purposes;
- Performs emergency response activities resulting from natural disasters and vehicle damage;

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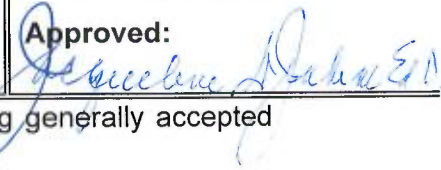
Page 2 of 2

Date 05/15/19

CLASS SPECIFICATION

Title: CERTIFIED BUILDING AND SITE INSPECTOR

Approved:



- Prepares appraisals of the true market value of real property using generally accepted appraisal guidelines and practices;
- Follows up on code violations to ensure correction and compliance;
- 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;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of construction principles, techniques and practices; thorough knowledge of codes and ordinances relating to construction; ability to perform inspections of permitted activities to assure conformance with appropriate codes; ability to read and interpret plans, specifications and blueprints; ability to maintain current knowledge of technical developments in the construction field by maintaining the required International Code Council (ICC) certifications; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective and courteous relations with builders, contractors and the public; ability to maintain accurate records; excellent ethical standards; integrity.

MINIMUM QUALIFICATIONS: At least three (3) years experience in construction work in a skilled trade and possession of an Associate's Degree or at least sixty (60) college credit hours; or an equivalent combination of experience, education, or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check. Possession of a valid Delaware Class D driver's license or its equivalent; verification of successful completion of two of the ICC required disciplines (at time of application) and successful completion of necessary ICC examinations to meet all disciplines within one (1) year of date of hire or promotion (all costs associated with ICC examinations, verification and subsequent maintenance of current status in such examination areas shall be borne by the employee or applicant, unless specifically outlined in the collective bargaining agreement):

<u>REQUIRED DISCIPLINES</u>	<u>ICC</u>
Residential Building Inspector	B1
Commercial Building Inspector	B2
Commercial Mechanical Inspector	M2
Commercial Plumbing Inspector	P2

HISTORY OF REVISIONS:

Established: 11/06/98
Revised: 10/04/99
Revised: 06/04/01
Revised: 07/01/05
Revised: 08/04/10
Revised: 05/15/19