

NEW CASTLE COUNTY GOVERNMENT

Number 0528

CLASS SPECIFICATION

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Date 09/23/2013

Title: CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECTOR

Approved:

Valencia D. Bee Jr.

GENERAL STATEMENT OF DUTIES: Conducts investigations for New Castle County and takes appropriate action to ensure compliance with all New Castle County codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for conducting investigations and ensuring compliance with all County codes and related ordinances. The employee is responsible to appear in court to testify, when necessary, regarding violations that have been issued. An employee in this class will be appointed a Code Enforcement Constable pursuant to State law to make actions legally effective. Depending on the needs of the Department, this employee may be required to work extended hours such as early mornings, nights, weekends and holidays. This employee deals with confidential matters and works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Performs field investigations and prepares related reports;
- Researches codes and ordinances in regard to alleged violations;
- Notifies violators of code violations and code provisions;
- Confers with violators, attorneys, judges and other governmental agencies;
- Follows up on code violations to ensure correction and compliance;
- Collects evidence for files that will be presented in court;
- Testifies as a witness when necessary;
- Prepares and issues summonses to appear in court;
- Serves summonses on violators when necessary;
- Obtains, compiles, and organizes data;
- Answers inquiries regarding code violations and provides advice on code compliance;
- Posts stop work orders and condemnation notices when necessary;
- Maintains a daily log of all work performed;
- Maintains records and makes reports as required;
- 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: Ability to perform investigations and appropriate code research to ensure conformance to codes; ability to maintain current knowledge of technical developments in the construction field by maintaining the required ICC certifications; ability to make accurate and articulate presentations in Magistrate Court; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain effective working relationships with County employees, the public, government officials, attorneys, outside agencies, organizations and individuals; ability to recognize the sensitivity of issues and assignments and to maintain confidentiality; ability to prepare reports and keep appropriate records; excellent ethical standards; integrity.

MINIMUM QUALIFICATIONS: At least three (3) years experience in code enforcement work, building trades or a related field and possession of a high school diploma or GED; or an equivalent combination of education, experience or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check. Possession of a valid Delaware Class D driver's license or its equivalent is required; must meet all requirements of the State law and/or regulations in order to be appointed a Code Enforcement Constable; must pass a security check; verification of successful completion of two (2) of the ICC required disciplines (at time of application) and successful completion of necessary ICC examinations to meet all four (4) disciplines within one (1) year of date of hire or promotion. All certifications must remain valid as a condition of employment. All costs associated with the certifications, verification and subsequent maintenance of current status in such examination areas shall be borne by the employee or the applicant.

REQUIRED DISCIPLINES

Property Maintenance and Housing Inspector
Residential Building Inspector
Residential Mechanical Inspector
Residential Plumbing Inspector

ICC Exam ID#

64
B1
M1
P1

HISTORY OF REVISIONS:

Established: 1/26/06
Revised: 09/09/08
Revised: 09/23/13