

NEW CASTLE COUNTY GOVERNMENT

Number 0530

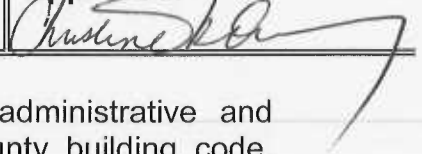
CLASS SPECIFICATION

Page 1 of 3

Date 09/24/15

Title: CHIEF FIELD SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs responsible administrative and supervisory work enforcing compliance with the New Castle County building code, plumbing and heating code, safety code, property maintenance code, sign code, public auction ordinance, and other related codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs administrative and supervisory enforcement work to secure and maintain compliance with all County codes. This employee supervises all field personnel and is in charge of inspection activity. This position involves administrative supervisory responsibilities and the performance of field inspections on a consultant basis for other inspectors when extremely difficult or unusual field problems arise. This employee must have a broad knowledge of inspection techniques and procedures and must have the ability to use persuasion and diplomacy.

EXAMPLES OF WORK: (Illustrative only)

- Assigns code violation complaints to inspectors for investigation and follow up;
- Confers with and advises inspectors on technical and administrative problems;
- Establishes work procedures and instructs and supervises inspectors in their work;
- Interprets County codes to resolve problems noted by inspectors;
- Issues violation and stop work orders for violations of County codes;
- Examines technical bulletins relating to product specifications and usage designs for approval or rejection;
- Writes reports pertaining to code violations in litigation, writes statistical reports on divisional activities, and prepares other reports as required;
- Coordinates inspection activities between the County and outside home warranty companies;
- Collects evidence for files that will be presented in court;
- Testifies as a witness when necessary;
- Reviews search warrants and court charges;
- 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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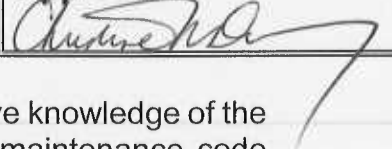
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Date 09/24/15

Title: CHIEF FIELD SUPERVISOR

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the principles and practices of building, zoning, safety, and property maintenance code enforcement; thorough knowledge of building construction and structural principles and practices; thorough knowledge of codes relating to building, plumbing, safety, property maintenance, sign, and public auction ordinances; ability to perform inspections to assure conformance with appropriate codes; ability to detect and locate defects in construction, plumbing, heating, and air conditioning; ability to maintain ICC/BOCA Certifications; ability to make accurate and articulate presentations to Magistrate Court; ability to read plans and perform appropriate code research for investigations; ability to interpret legal codes; ability to plan, direct and coordinate the various phases of inspectional service; ability to establish and maintain effective working relationships with building owners, contractors, County employees, the public, government officials, attorneys, and other agencies, organizations, individuals, and tradespeople; ability to enforce County codes and ordinances with firmness, tact, and impartiality; ability to communicate courteously and effectively, both verbally and in writing and the ability to prepare reports and keep appropriate records.

MINIMUM QUALIFICATIONS: At least three (3) years of experience in code/building inspection work 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: Must pass a Class III County physical examination and a background check. Possession of a valid Delaware Class D driver's license or its equivalent is required. For Code Enforcement, 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 the four (4) ICC disciplines required (at time of application). All certifications must be 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.

The required disciplines for code enforcement are listed below.

<u>REQUIRED DISCIPLINES</u>	<u>ICC EXAM ID#</u>
Property Maintenance & Housing Inspector	64
Residential Building Inspector	B1
Residential Mechanical Inspector	M1
Residential Plumbing Inspector	P1

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For Building Inspections, verification of successful completion of the four (4) ICC/BOCA disciplines (at time of application). All certifications must be 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. The required disciplines for building inspections are listed below.

REQUIRED DISCIPLINES	BOCA	ICC EXAM ID#
Building – 1&2 Family Dwelling	1A	B1
Building General/ Fire Protection	1B/3B	B2 or C1
Mechanical - General	4B	M2 or C3
Plumbing – General	5B	P2 or C4

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 04/29/74
Revised: 02/26/80
Revised: 06/05/89
Revised: 01/02/91
Revised: 01/01/96
Revised: 03/01/00
Revised: 04/06/04
Revised: 09/24/15