

NEW CASTLE COUNTY GOVERNMENT

Number 0594

CLASS SPECIFICATION

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Date 11/01/03

Title: CONSTRUCTION INSPECTOR

Approved:



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of modern principles and practices of construction and maintenance; some knowledge of surveying and civil engineering; good knowledge of codes and ordinances related to construction, zoning, sanitation, and housing; ability to perform inspections to ensure conformance to appropriate codes; ability to read and interpret blueprints, plans, and specifications; ability to do basic surveying; ability to check dimensions and grades accurately; ability to maintain courteous and effective relations with builders, contractors, and the public and to obtain their cooperation; ability to plan, assign, and supervise the work of others; ability to draw valid conclusions; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years experience in a responsible sub-professional engineering position in construction, preferably including at least one year construction supervision experience, at least one year experience in code compliance, and completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Successful completion of one BOCA certification examination within one year of date of hire or promotion and both BOCA certification examinations within eighteen months of date of hire or promotion; possession of a valid Delaware Class D driver's license or its equivalent; the use of a personal car to travel to work sites may be required.

HISTORY OF REVISIONS:

Established: 07/01/87
Revised: 06/12/89
Revised: 04/01/94
Revised: 05/01/99
Revised: 11/01/03

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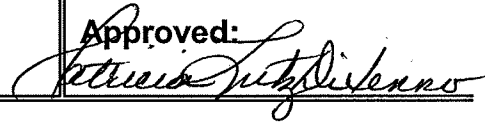
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Date 11/01/03

Title: CONSTRUCTION INSPECTOR

Approved:



GENERAL STATEMENT OF DUTIES: Supervises the inspection of all construction and maintenance projects performed for or by the County including private building construction; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs work which involves the application of sub-professional engineering knowledge and skills to oversee inspection activities. This employee supervises subordinate inspectors who inspect building construction and repair, paving, drainage projects, grading work, and general repair work in order to ensure compliance with all County codes and construction specifications. The employee performs daily inspection of projects in progress and is also responsible for final inspections. Responsibilities are carried out in accordance with the BOCA code. The employee is works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Makes inspection assignments to inspectors;
- Prepares employee performance evaluations;
- Recommends appropriate discipline when necessary;
- Performs inspection of difficult projects and makes final inspections of construction projects;
- Confers with architects, builders, engineers, and others concerning construction and repair practices and problems;
- Investigates problems of unsatisfactory work or conditions reported by inspectors and ensures correction of problems or refers them to a supervisor;
- Prepares data on code violations for use in legal cases and testifies in court;
- Supervises the preparation of inspection records and reports;
- Examines blueprints and specifications and advises subordinate inspectors of unusual features;
- Visits Inspectors in the field and advises on difficult inspection problems;
- Enforces compliance with all County codes, construction specifications, and standard safety practices;
- Develops and recommends training programs, including topics and scheduling;
- Maintains records and prepares related reports;
- 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 data processing terminal, personal computer, and other related equipment in the course of the work.