

## CONSTRUCTION STANDARDS INSPECTOR IV

### NATURE AND VARIETY OF WORK

This is supervisory administrative code enforcement and inspection work responsible for planning, coordinating, and providing guidance to a group of inspectors seeking compliance with codes, ordinances, and standards governing construction in a specific fundamental area (i.e., site/building, residential/commercial, right-of-way, sediment/erosion/ storm water control, electrical, materials). Class incumbents are responsible for making difficult and complex field inspections, for investigating sensitive complaints, assigning and reviewing the work of lower level inspectors, or coordinating a comprehensive code enforcement program. Significant aspects of the work include explaining codes, ordinances, and regulations, and standards to engineers, contractors, and the general public in order to resolve problems that hinder code compliance. Work is performed under the general supervision of an administrative head, and reviewed for adequacy and conformance with accepted standards, policies, practices, and procedures.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions.

Monitors/coordinates the inspection, enforcement, and quality control of subordinate staff in order to insure that such operations are managed efficiently and effectively within budgetary resource parameters and initiates appropriate actions designed to accomplish sectional/divisional/departmental missions, goals and objectives.

Conducts inspections and investigations involving unusually complex or sensitive matters.

Confers with immediate supervisor, section chiefs, and other code enforcement personnel in related technical areas concerning unusual or complex cases.

Explains and interprets laws, codes, regulations and standards for inspectional staff, contractors, engineers and other agencies.

Reviews, edits, and compiles written correspondence (e.g., reports, memoranda, charts) generated by subordinate staff in order to verify its accuracy, completeness and compliance with established policies and procedures; and to assist in preparing daily/weekly/monthly reports to management on inspection, enforcement, and quality control matters as part of an ongoing effort

to highlight the status and progress of sectional/ divisional activity.

Prepares and conducts meetings and training sessions for inspection staff concerning sectional/divisional inspection, enforcement, and quality control activities in order to make them more efficient and proficient in the job.

Monitors the use, operation and inventory of County vehicles/equipment and supplies assigned to the section/division by inspecting such items in order to determine if they are being operated/used in accordance with departmental rules and regulations.

Investigates accidents/injuries involving inspections staff in order to determine the nature and cause of the incident and to determine future preventative measures and to prepare and submit related reports.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of codes, ordinances, regulations and standards applicable to the assigned area of construction code enforcement.

Thorough knowledge of construction principles, practices, and procedures.

Thorough knowledge of inspection and enforcement principles, methods and techniques.

Knowledge of engineering principles and procedures.

Thorough knowledge of the geography of Prince George's County.

Ability to train and supervise subordinate code enforcement inspectors.

Ability to read and interpret construction plans.

Ability to explain and interpret County laws, codes, and regulations to individuals and contractors and to persuade them to comply with laws, codes and regulations.

Ability to operate materials testing equipment.

Ability to communicate effectively both orally and in writing.

Ability to understand and carry out oral and written instructions.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus at least three (3) years of experience of the type, level of complexity, and diversity, to be determined at the time of announcement, which has provided the applicant with the necessary knowledge, skills and abilities to perform the duties in the appropriate functional areas of site building, residential/commercial, right-of-way, sediment/erosion/storm water control, materials or electrical inspection; or an equivalent combination of at least three (3) years of education, experience and training.

#### CONDITION OF EMPLOYMENT

A valid Maryland State driver's license is required upon appointment.