

DEPUTY CHIEF, CONSTRUCTION STANDARDS DIVISION

NATURE AND VARIETY OF WORK

This is management-level, professional and administrative work performed in the general support of the Construction Standards Division and directly to its Chief, who is charged with the responsibility for directing a County-wide program for the inspection and enforcement of County building and related codes and ordinances regulating commercial and residential building construction, alterations and repairs, and the review of plans and issuance of various permits for such activities.

In this regard, the incumbent assists the Chief in the overall administration of the Division in such areas as budget, personnel, data processing and special projects. The incumbent exercises supervision and direction over a staff of professional, technical, and administrative personnel. Work is performed under the general supervision of the Chief and is reviewed based upon its achievement of division and departmental goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in planning, organizing, directing and evaluating a comprehensive, County-wide construction code enforcement program and related activities.

Assists in planning, organizing and directing the permit issuance, plans review and field inspection activities carried out by the Division. This also involves coordination with other affected County departments, outside agencies, builders and the general public.

Confers with subordinates on work problems.

Participates in checking building plans and specifications submitted with applications for building permits to determine that such plans meet the requirements of the building codes.

Makes field inspections when necessary to clarify plans, confers or corresponds with architects, building owners and contractors concerning questions involved in the checking of plans and actual construction in process.

Represents Prince George's County Government in the community on activities for which responsible, and serves as a consultant to other County agencies and the general public on such matters as defects in building construction.

3119 – Deputy Chief, Construction Standards Division

Keeps abreast of professional developments in the field. Serves on various committees and task forces and as a member of various professional and research organizations for the exchange of information and to encourage the adoption of improved materials and methods of construction. Also stimulates subordinates to improve the County's public service image in their day-to-day activities.

Prepares and submits periodic activity reports on work of the division.

Develops budgetary data and coordinates preparation and submission of the Division budget.

Recommends changes in ordinances and regulations governing building construction; initiates research, surveys and reports to provide needed information.

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

Extensive knowledge of modern building construction practices, methods, materials and equipment.

Extensive knowledge of the County building and related codes.

Extensive knowledge of the principles and practices of engineering as applied to building regulations enforcement and to building maintenance.

Thorough knowledge of modern management and regulatory methods and techniques.

Ability to understand and interpret plans and specifications.

Ability to organize, supervise and evaluate the work of professional, technical and inspection subordinates and to maintain high standards of performance.

Ability to establish and maintain cooperative relationships with contractors, the general public and public officials, and to enforce building ordinances with firmness, tact, and impartiality.

Ability to prepare clear and concise reports.

MINIMUM QUALIFICATIONS

Masters Degree in engineering, environmental or urban planning, or a closely related field, plus experience of the type, duration, level of complexity, diversity and responsibility to be determined at the time of announcement, which has provided the applicant with the necessary knowledges, skills and abilities to perform the duties of Deputy Chief in the functional areas of site, building, residential/commercial, right-of-way, sediment and erosion control, materials and electrical inspection; or an equivalent combination of education, experience and training.

CONDITION OF EMPLOYMENT

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

NEW: CB-108-1985

REVISED: CB-52-1989