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## **Job Specification 05768**

### **BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER**

#### **BUILDING INSPECTOR**

#### **DEFINITION**

Under direction, inspects new and existing buildings and structures to ensure compliance with the State Uniform Construction Code and enforces same to ensure public safety, health, and welfare; does related work as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK:**

Examines plans for new structures to ensure compliance with building subcodes.

Inspects construction jobs, checks quality and amount of work completed, and resolves construction problems

Enforces rules and regulations regarding building subcodes.

Initiates legal action against violators of building subcodes.

Prepares essential reports.

Establishes and maintains essential records and files.

May give assignments and instructions to employees and may supervise the performance of their work.

May make recommendations to superiors concerning disciplinary measures, promotions, and appointments of employees.

Collects fees for the issuance of various permits and keeps records of same.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

#### **REQUIREMENTS:**

##### **LICENSE:**

Possession of a valid Building Inspector's License of the appropriate class issued by the New Jersey Department of Community Affairs. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee

mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

RCS License:

Knowledge of structural design and analysis techniques necessary to check compliance with the State Uniform Construction Code particularly with regard to wood framing, light steel, and wall bearing systems which include foundation, wall, floor, and roof framing systems.

Knowledge of basic material standards, codes, and enforcement requirements related to weatherability and durability of installed construction materials.

Knowledge of basic fire protection requirements.

Knowledge of basic inspection tools and test methods.

Knowledge of organization and content of the State Uniform Construction Code.

Knowledge of the preparation of violation notices and prescribed inspection record keeping.

Knowledge of the classification of structures into class category.

Ability to analyze and interpret provisions of the State Uniform Construction Code that apply to buildings and other laws, rules, regulations, and policies applicable to buildings

Ability to carry out provisions of the State Uniform Construction Code as they relate to residential and small commercial structures.

Ability to prepare building construction plans and specifications, and to review for accuracy and feasibility those prepared by others.

Ability to work harmoniously with other municipal unit heads and with private contractors and architects.

Ability to make investigations and inspections.

Ability to prepare clear, sound, accurate, and informative reports of inspections and investigations containing findings, conclusions, and recommendations.

Ability to keep essential records and files.

Ability to prosecute violations of the building code by appearing in court.

ICS License:

The knowledge and abilities for an RCS license plus knowledge of requirements of the State Uniform Construction Code for class II construction plus:

Knowledge of the organization and content of the State Uniform Construction Code regulations, organization, and content of building subcode.

Knowledge of basic classification of structures into class categories.

Knowledge of methods of systematic plans analysis.

Knowledge of information pertaining to structural, architectural,

mechanical, plumbing, fire protection, and electrical features of buildings which must be shown on plans to ensure compliance.

Knowledge of code requirements related to fire divisions in buildings.

Knowledge of design analyses methods to ensure that structural and mechanical elements of building depicted on plans do in fact conform to code requirements.

Knowledge of field inspection and controlled inspection techniques to ensure that materials installed at construction sites are of same strength and quality as assumed by the design calculations and that they are installed in the manner required to achieve and preserve that strength.

HHS License:

The knowledge and abilities for an RCS and ICS license plus:

Knowledge of advanced structural systems including structural design and analysis techniques necessary to check compliance with the code for the heavily loaded and technically advanced systems which characterize class I buildings.

Knowledge of pile and other foundation systems used to bear very heavy loads.

Knowledge of analysis of highrise framing systems including wind load and seismic considerations.

Knowledge of fire protection systems requirements, standards, and design methods for exotic (nonwater) fire suppression system.

Knowledge of compartmentation elevator, voice alarm, and other highrise fire safety systems including material and installation standards and methods for ensuring compliance with those standards.

Knowledge of requirements for and design principals involved in various types of heating, ventilating, and air conditioning systems found in class I structures with particular emphasis on procedures ensuring adequacy of installation including fire protection requirements for such systems.

General Abilities:

Ability to analyze and interpret the State Uniform Construction Code, local building code, and other local ordinances that apply to buildings, and other laws, rules, regulations, and policies applicable to buildings.

Ability to carry out provisions of the State Uniform Construction Code as they relate to residential and small commercial structures, industrial and commercial structures, and to highrise/hazardous structures.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-00924

CAH

10/18/96

## CODE ENFORCEMENT OFFICER

**DEFINITION**

Under direction, performs varied types of field and office work involved in seeing that residents, business places, and citizens comply with various municipal ordinances other than the State Sanitary Code, State Uniform Construction Code, or any of its subcodes or the State Uniform Fire Code; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**EXAMPLES OF WORK:**

Conducts field inspections and special investigations to ensure compliance with various municipal ordinances.

Initiates and enforces rules and regulations in relation to enforcement of various municipal ordinances.

Initiates necessary legal action against violators of various municipal ordinances.

Prepares needed reports.

Establishes and maintains essential records and files.

May assist in promulgation of municipal ordinances.

Attends meetings of municipal agencies as requested.

Appears and testifies in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.

Establishes a schedule of proposed systematic inspection of all properties in the municipality including interiors of businesses and multifamily premises as well as schools and places of worship and assembly.

Submits monthly reports of inspections made including names and addresses of owners, occupants, or lessees of premises, dates of inspection, code violations found if any, notices of violation served, complaints filed with courts or agencies, and dates of compliance or disposition of cases.

Coordinates inspections of occupancies requiring joint inspection with other public agencies such as the health department, building department, police department, and other appropriate bodies and agencies.

Attends public meetings when required of the Board of Adjustment, Planning Board, and other appropriate boards and agencies.

Prepares periodic reports of inspections and investigations.

Establishes and maintains a complete and comprehensive record system of inspections.

Inspects the interior and exterior of premises for safety hazards and unsightly or unsanitary conditions such as loose and overhanging objects, accumulation of ice, excavations,

projections, obstructions, and so forth.

Inspects exterior porches, elevated patios, landings, balconies, stairs, and fire escapes to see that they are in good condition.

Inspects the exterior of structures to see that they are maintained in good repair and that they are free of broken glass, loose shingles, peeling paint, or crumbling stone, brick, or cement.

Inspects signs and outdoor light poles and stanchions for condition.

Receives and responds to complaints of alleged violations of local zoning code.

Conducts inspections of such sites and writes initial complaint and may refer matter to zoning officer.

Advises owner or other person of violations to the zoning code.

Receives complaints and inspects business premises for display of proper license, checks license to see if it is valid, and if no license is displayed or license validation has expired, issues a written notice of violation.

In response to complaints, inspects sites where garbage, refuse, and/or debris have accumulated and orders that matter be abated or issues notices of violation of local code pertaining to same.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

#### **REQUIREMENTS:**

##### **EXPERIENCE:**

One (1) year of experience in conducting inspections or investigations to detect violations of and ensure compliance with laws, rules, and regulations.

##### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of the provisions of the municipal rules, regulations, policies, procedures, and ordinances.

Knowledge of the problems involved in organizing work and developing effective work methods both in the field and in the office.

Knowledge of the procedures to be followed and the precautions to be taken on observing and collecting facts which are significant in determining whether laws are being observed.

Knowledge of inspection techniques and the writing of reports that substantiate findings and serve as a basis for legal proceedings.

Ability to analyze, comprehend, and interpret municipal rules, regulations, policies, procedures, and ordinances, and apply them to specific cases.

Ability to note significant conditions and to take proper action when action is called for in accord with prescribed procedures.

Ability to make accurate observations and record conditions, and abstract and note those things which are significant.

Ability to make necessary inspections and investigations without giving unnecessary offense.

Ability to take and maintain a firm, correct stand when controversial matters are considered.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to establish and maintain essential records and files.

Ability to make evaluative judgments based on the application of statutory or regulatory provisions.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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