

## **CONSTRUCTION OFFICIAL/DIRECTOR OF INSPECTIONS**

### **CONSTRUCTION OFFICIAL**

#### **DEFINITION**

Under direction has chief administrative responsibility for administering and enforcing the provisions of the New Jersey Uniform Construction 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:**

Directs, plans, organizes, and supervises staff and activities concerned with carrying out regulations of the NJ Uniform Construction Code (UCC).

Develops the work program with effective/appropriate procedures, analyzes inspection problems, and establishes appropriate work methods.

Executes plans for utilization of available funds, personnel, equipment, materials, and supplies.

Prepares a budget and maintains balances.

Responsible for Construction Permit application review, issuance and enforcement

Establishes department level personnel rules/policies within the divisions, and recommends policies or changes in policy and procedures to appropriate officials.

Arranges for contractual inspections, and reviews reports submitted by contracted agency.

Enforces regulations of the UCC.

Provides applications for construction work and assists the public in preparing same when necessary; reviews applications for completeness as to form and for verification of prior approvals; requests additional documentation concerning prior approvals.

On receipt of completed applications, determines proper fee for the work required, collects fees/penalties, and ensures that funds are properly accounted for.

Ensures that subcode officials have an adequate time period to review applications, plans, and specifications.

Ensures that requests for variation are properly prepared, documented, and referred to appropriate subcode officials.

Issues construction permits, certificates of occupancy, and temporary certificates of occupancy on receipt of approval of all appropriate subcode officials.

Records notices of violation on receiving notification of appropriate subcode official, and determines penalties for noncompliance with the penalty notices.

Ensures that required inspections are scheduled and performed on time, and that reports on inspections are completed and filed.

Records stop work orders as notified by the appropriate subcode official.

Ensures that final inspections have been completed prior to issuance of a certificate of occupancy and that inspections required for the purpose have been completed prior to issuance of the temporary certificate of occupancy.

In the case of a change of use or on receipt for a certificate of continued occupancy, ensures that each subcode official gives approval based on inspection/review of submitted data before issuing such certificate.

Prepares and obtains reports.

Attends meetings and hearings.

Coordinates activities of subcode officials in enforcement of provisions of the energy subcode.

Files court complaints and makes court appearances in various courts of appeal.

Makes field inspections when problems develop.

May act as subcode official for any subcode for which qualified to act as such.

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:**

#### **LICENSE:**

Applicants must possess a license as a Construction Official issued by the Department of Community Affairs.

**NOTE:** Where the construction official also serves as one or more sub code officials, applicants must possess the appropriate sub code official license and, will be required to possess a technical license of the appropriate level (HHS, ICS, RCS) in a specified discipline (building inspector, electrical inspector, fire protection inspector, plumbing inspector, or elevator inspector).

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 essential duties of the position.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of basic principles of management and supervision, and of the administration of a local enforcement agency including record keeping, preparation of reports, personnel procedures, and budget preparation.

Knowledge of record keeping requirements under the UCC including permit and certificate of occupancy records, variation application records, and violation files and records.

Knowledge of methods and procedures of establishing/maintaining review and approval procedures for permit applications to ensure compliance with the UCC and applicable laws/ordinances.

Knowledge of legal methods of code enforcement; of purpose/fundamentals of stop orders and notices of penalty and court action; of powers and procedures to deal with hazardous conditions and emergencies; of procedures for processing, requiring, obtaining, and issuing search warrants; of legal responsibilities of inspection personnel; and of other related legislation.

Knowledge of building subcode provisions including structural requirements; durability and weather ability requirements; of electrical subcode provisions including minimum service and appliances and basic circuits; of elevator subcode provisions; of fire prevention code provisions including special permits required, storage and handling of goods/materials, maintenance of exit facilities and of fire protection equipment; of fire protection subcode provisions including height/area requirements; and of plumbing subcode provisions including sanitary waste disposal, water supply, venting, and required facilities.

Knowledge and abilities for the appropriate subcode official's license that are commensurate with the level (HHS, RCS) which has been established by the jurisdiction for the enforcing agency.

Ability to establish/maintain cooperative working relationships with local/state government officials, staff members, and the public.

Ability to evaluate programs and procedures.

Ability to plan, organize, supervise, and coordinate activities of diversified units.

Ability to exercise independent judgment in evaluating situations and in making determinations.

Ability to organize assigned work and develop effective work methods.

Ability to prepare and supervise preparation of clear, concise, accurate, and informative reports.

Ability to analyze and interpret the New Jersey UCC.

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 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 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.

## **DIRECTOR OF INSPECTIONS**

### **DEFINITION**

Under direction, plans, organizes, and directs all inspection operations; does other related work.

**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:**

Directs, plans, organizes, and supervises all inspection activities such as plumbing, electrical, building, zoning, public health, air pollution control, and code enforcement.

Supervises and directs the issuance of permits and licenses which involves the collection of fees, and inspections for the proper display of same in commercial establishments.

Acts as hearing officer on violations prior to their referral to court and attempts to secure voluntary compliance. Supervises the demolition of condemned properties.

Prepares the annual budget for the unit.

Provides assignments to assigned personnel.

Recommends policies or changes in policy and procedures to appropriate officials.

Prepares reports.

Administers the funds allocated within the department. Prepares specifications for competitive bids on property maintenance work, rehabilitation, and demolition of structures.

Prepares court cases concerning the violations of municipal codes or ordinances.

May conduct sanitary inspections and enforce codes and ordinances relevant to health matters such as food handling establishments, installation of septic systems, rodent and insect infestations, pollution of waters, and installation of swimming pools.

Establishes personnel rules and policies within the unit subject to superior's approval.

Develops efficient methods for the administration and operation of the unit.

Conducts studies to ascertain economy in the maintenance of buildings.

Reviews, investigates, and makes comments relative to the basic building code act.

Prepares and reviews annual and monthly reports on the activities of the unit.

Directs the establishment and maintenance of records and files.

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:**

**EXPERIENCE:**

Five (5) years of supervisory experience in the enforcement of various municipal codes and ordinances.

**LICENSE:**

As required for Sub-Code officials

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 duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of the methods used to prepare and process court cases concerning violations of municipal codes or ordinances.

Knowledge of the methods and procedures used to conduct and supervise the conduct of inspections to determine compliance with the law.

Ability to read, interpret, and apply state and federal regulations relevant to housing construction, and health and sanitary requirements applicable to business and commercial establishments.

Ability to read, interpret, and apply information on the Department of Community Affairs' State Cooperative Housing Inspection Program.

Ability to read, interpret, and apply the provisions of relevant local codes and ordinances.

Ability to conduct investigations and inspections.

Ability to prepare reports.

Ability to establish and maintain cooperative working relationships with those impacted by the work of the unit.

Ability to organize and supervise the activities of investigative personnel.

Ability to establish and maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and computerized 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.