



CHIEF OF CODE (S) COMPLIANCE

Occupational Code: 2178

Salary Range: 31A

Status: Classified

FLSA: Exempt

Established: 9/83

Revised: 12/88 12/94

NATURE OF WORK:

Specialized supervisory work in the development, supervision and enforcement of the Municipal Building, Electrical, Plumbing and Mechanical codes, FEMA regulations and CRS participation.

Work involves responsibility for supervising an inspectional program for the enforcement of the Municipal Building, Electrical, Plumbing and Mechanical codes. An employee of this class is expected to exercise considerable discretion and independent judgment in developing appropriate procedures to assure that the City codes and ordinances are properly enforced. Duties include office supervision as well as field supervision of assigned Building, Electrical, Plumbing and Mechanical personnel. General supervision is received from the Chief of Inspections who confers with the incumbent on problems involving Division policy. Supervision is exercised over a moderate sized group of trades inspectors covering Building, Electrical, Plumbing, Mechanical and is responsible for lien process of CEB cases and ticketing ordinance. In charge of complaint tracking system. This job is not of a routine, clerical or ministerial nature, and requires the exercise of independent judgment.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Supervises and coordinates the activities of the assigned trades inspectors involved in the enforcement of the related codes in order to assure a uniform code enforcement program.

Supervises and reviews the activities of assigned trades inspectors involved in the monthly neighborhood improvement through code enforcement program (N.I.C.E.).

Receives complaints on all areas of code enforcement violations; investigates or assigns complaints to subordinate inspectors for investigation through the Complaint Tracking System.

Formulates complaints against violators of the various codes and for prosecution through the Unsafe Structures Board, the Code Enforcement Board, the State Attorney's Office, the Trades Qualifying Board, and the State Department of Professional Regulation.

Confers and corresponds with builders, owners and architects in regard to the alterations or modifications necessary to comply with the various ordinances and codes.

Supervises and assists subordinates in interpreting code and ordinance requirements; supervises and assists subordinates in preparing cases for proper legal action in instances of violation of applicable code and ordinance requirements.

Supervises the enforcement of liens against properties with complaints. Oversees FEMA requirements.

Performs other related duties as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Thorough knowledge of laws and regulations governing construction.

Thorough knowledge of the City of Miami Building, Electrical, Plumbing, Mechanical codes.

Some knowledge of modern office management principles and practices. Use of computer system.

Ability to read plans and specifications and to determine their compliance with established standards.

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.

Ability to establish and maintain effective working relationships with other employees, contractors, building owners, craftsmen and the general public.

REQUIREMENTS:

High school diploma or vocational school, and thorough (4 – 7 years) experience at the Inspector II level in the Miami area in any of the following fields: Building, Electrical, Plumbing, Mechanical. Must hold or be able to obtain a Certification as Chief Inspector in any trade by the D.C. Board of Rules and Appeals.

OR

Equivalent combination of training and experience.

TOOLS AND EQUIPMENT:

Personal computer, including word processing and permitting software; calculator; pencil; ruler; drills; hand tools; copy machine; phone; two-way radio.

PHYSICAL DEMANDS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or during field supervision, as necessary. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is constantly required to lift up to 14lbs; very frequently required to sit, stand, talk, hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; read and write in English. The employee is occasionally required to, climb stairs, reach above and below shoulders; work outside, high temperatures; walk and bend.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Occasionally required to work at considerable heights and at night.