

CONSTRUCTION CODE LICENSING SUPERVISOR

KIND OF WORK

Managerial work in the supervision and coordination of the inspection and program development activities of a major section of the Building Code Division of the Department of Administration.

NATURE AND PURPOSE

An employee in this class is responsible for the direction of a major section, such as the Manufactured Structure Regulation Section or the Conventional Structure Regulation Section within the Building Code Division. Responsibility extends to the supervision of a large number of Building Code Inspectors and other supportive personnel and includes the settlement of the more complex and technical code enforcement problems which the inspectors have been unable to solve. The Section Chief is also responsible for the submittal of recommendation in the areas of policy development and code revisions.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Performs difficult and complex building inspections in order to insure conformity with applicable codes and recommends necessary changes in the plans.

Reviews the building plans of architects, engineers, and contractors with respect to building materials, structural requirements, occupancy, fire protection and building design in order to ensure compliance with the code and the public's safety.

Provides technical information and code interpretations to municipal building officials and inspectors so as to provide for a uniform statewide application of the building code.

Meets and discusses the purpose and application of the state building code with representatives of industry and labor to insure a greater public understanding and acceptance of the code and to receive suggestions for revisions.

Supervises and reviews the work of state building code inspectors and other supportive personnel in the section.

Meets with other supervisory and managerial personnel within the division in order to discuss work objectives, mutual problems and program planning.

Develops enforcement programs and procedures to be utilized within the section.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the principles, practices and methods of building construction.

Thorough knowledge of applicable building codes.

Ability to:

Supervise and direct the work of building inspectors.

Establish and maintain effective working relationships with governmental, industrial and labor officials and the general public.

Communicate effectively, both orally and in writing.

Est.: 5/10/72

T.C.: 02/17/06
04/08/15

Ckd.: 8/92

Former Title(s): Building Code Section
Chief

Construction Code
Licensing Section Chief