

Class Title: Principal Codes Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Under general supervision, performs multidisciplinary inspections involving the application of residential mechanical, electrical, gas, plumbing and building construction codes, ordinances and regulations, exercising considerable judgment and initiative; and performs specialty inspections involving the application of commercial mechanical, electrical, gas, plumbing or building construction codes, ordinances and regulations, exercising considerable judgment and initiative; and performs related work as required. May issue summonses.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	In an assigned geographical area, conducts all required inspections on one and two family dwellings for all aspects of construction including building, plumbing, mechanical and electrical installation (Based on the International Residential Code) and conducts one of the following commercial inspections: mechanical, electrical, plumbing or building construction inspections relative to the Virginia Uniform Statewide Building Code; verifies that field work complies with approved plan; responds to requests for inspections; Investigates complaints and mandates corrective procedures; examines and interprets plans for installation of mechanical, electrical, plumbing, and building equipment and indicates to appropriate party that changes in design must be submitted for City of Norfolk review and approval when necessary; Prepares reports and correspondence; assists public as required to meet building safety regulations.
2	L	Issues clearances for Certificate of Occupancy; verifies all requirements established by other pertinent laws and ordinances before final inspection is approved; authorizes the release of gas, electric or other utilities after approval of inspections.
3	L	Maintains detailed record of inspections performed; inspection results, notices of violations, inspection approvals and those requiring corrective action; performs basic data entry and data inquiry functions on computer terminals and uses cell phone and Interactive Voice Response (IVR) to report inspection results from field; schedules daily assignments and tasks that include inspections and investigations; answers citizen inquiries; schedules and attends training; attends meetings and conferences to participate in code change process; assists in the training of new employees as directed by supervisor.
4	L	Explains Code Requirements; provides information on design criteria and acceptable alternatives to specific building safety regulations; interprets a variety of codes and keeps abreast of code changes; provides information and enforcement by responding to requests for technical information from architects, engineers, contractors, others, etc. regarding code related issues and construction questions; testifies in court as expert witness and explain complex building code questions and details of construction; issues summons and prepare testimony regarding code violations for court.

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Physical Strength Code		ESSENTIAL FUNCTIONS
5	M	Participates in damage assessment with team, conducting detailed inspection of damaged structures to determine their safety; evaluates the degree of damage for reporting to FEMA and State Emergency Management; coordinates with other Departments in conducting damage assessment and assisting the general public.
6	L	Promote building safety, generally by assisting citizens engaged in construction activity achieve compliance with modern building codes; promotes the profession of building safety and regional uniformity of code enforcement by participating in peer groups of inspectors and plans examiners who meet to discuss common issues. participates with State Department of Housing and Community Development toward future code development in Virginia; participates in model code development with national model code organization.

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of and competence in a specific vocational construction trade, administrative procedures, modern office equipment including computers and cell phones. Position requires knowledge and competence of technical construction codes and Virginia’s Uniform Statewide Building Code.
Experience	Two years experience as a codes inspector or in a construction trade.
Certifications and Other Requirements	Valid Driver’s License, State certification in the appropriate category is required within 3 years of employment based on State requirements, Certifications may include: Virginia Building Inspector one and two family Dwellings, ICC Residential Combination Inspector, ICC Building Inspector, ICC Mechanical Inspector, ICC Plumbing Inspector, ICC Mechanical Inspector, Virginia Elevator Inspector Certification, Virginia Plumbing Inspector General,. Virginia Combination Inspector General, City of Norfolk Special Police Commission.
Reading	Work requires the ability to read construction documents including plans and specifications, various codes and regulations, manufacturer’s specifications, property surveys, technical reports and letters as well as driving directions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as a working knowledge of basic algebra.
Writing	Work requires the ability to write inspection results, technical correspondences, technical findings, summons and legal notices.
Managerial	Position does not include formal supervision, but informal leadership of subordinate staff. This lead position for the Inspections Bureau will assist Team Leader in educational training (both in office and field setting) to convey code requirements to other staff.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diverse duties and the exercise of independent thinking within the limits of building safety, City of Norfolk policies, industry standards, and regional precedents.
Interpersonal / Human Relations Skills	Works closely with others within and outside the organization. These contacts may involve related work within other departments within the City. Works with individuals outside the City who belong to professional or peer organizations. Coordinates with various State and federal agencies on related issues. May consult engineers, architects, designers, manufacturers, vendors and suppliers for information on details of construction, product installation standards or methods of construction. Meets with citizens to discuss City of Norfolk requirements for building safety. Builds and maintains a positive working relationship with supervisor, peers, contractors, architects, engineers, building owners and all citizens.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Site inspections, office equipment, consulting with contractors
Sitting	F	Computer, desk work, driving
Walking	F	Site inspections, supervision of staff, to/from office equipment
Lifting	O	Sewer covers, files, hand tools, ladders, panel covers, materials at site inspections
Carrying	O	Sewer covers, files, hand tools, ladders, panel covers, materials at site inspections
Pushing/Pulling	O	Windows, doors, probing rod, panel/sewer covers
Reaching	O	Tools, windows, doors, ladder, probing rod, panel/sewer covers, materials
Handling	O	Sewer cover, files, hand tools, windows, doors, ladder, probing rod, materials
Fine Dexterity	F	Computer keyboard, telephone keypad, hand tools
Kneeling	O	Site inspections, crawl spaces, attics
Crouching	O	Site inspections, crawl spaces, attics
Crawling	O	Site inspections, crawl spaces, attics
Bending	O	Site inspections, crawl spaces, attics
Twisting	N	Site inspections, crawl spaces, attics
Climbing	F	Stairs, ladders
Balancing	F	Stairs, ladders
Vision	C	Site inspections, supervision of staff, computer, desk work, driving, reading
Hearing	C	Staff, supervisor, telephone, radio, meetings, citizens, architects, engineers, developers, contractors
Talking	F	Staff, supervisor, telephone, radio, meetings, citizens, architects, engineers, developers, contractors
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, circuit tester, fax machine, printer, copy machine, camera, tape measure, flashlight, probing rod, two-way radio, vehicle, computer, Standard Microsoft Windows and Office software, HTE, Advantage desktop, Internet Explorer, AFIN, telephone, cellular telephone, pager

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	X
Chemical Hazards	D	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	D	Noise and Vibration	D	Shop	--
Fire Hazards	S	Fumes and Odors	D	Vehicle	--
Explosives	D	Wetness/Humidity	S	Outdoors	X
Communicable Diseases	S	Darkness or Poor Lighting	D	Other (see 2 below)	--
Physical Danger or Abuse	D				
Other (see 1 below)	N				

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Steel toed shoes, hard hat

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N