

CITY OF RICHMOND
POSITION DESCRIPTION

CLASS TITLE: Codes Enforcement Officer

DEPARTMENT: Codes Enforcement

PAYGRADE: 3

CHARACTERISTICS OF THE CLASS: The officer will administer and enforce building and zoning codes and ordinances; oversees the operation of the department computer; and do related work as required.

DUTIES AND RESPONSIBILITIES:

1. Accepts and reviews plans for various construction projects for compliance.
2. Accepts and reviews applications for building permits for conformity.
3. Inspects buildings in the process of construction for compliance with the Building Code and Zoning Requirements.
4. Inspects sites before construction for practicability of plans.
5. Inspects alterations and repair jobs on all structures.
6. Checks roof and foundation connections for building additions.
7. Inspects other related work in process.
8. Examines zoning requirements.
9. Investigates complaints of zoning violations and violations of other city codes.
10. Gives advice on zoning matters.
11. Examines subdivision plats for compliance with subdivision and Zoning Requirements.
12. Prepares and presents reports orally and in writing.

TRAINING AND EXPERIENCE: Graduation from an accredited High School or Vocational School or equivalent (GED) supplemented by two (2) years progressively responsible experience in building construction and techniques.

SPECIAL NECESSARY REQUIREMENTS: Ability to become certified in Building Inspection by the State Department of Housing, Buildings and Construction.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge in all types of building construction, materials, methods and all stages of construction where possible violations and defects may most easily be observed and corrected. Considerable knowledge of national, state and local building and zoning codes. Ability to read and accurately interpret plans, specifications, or other pertinent data of any complexity and to compare them with any construction in process. Ability to establish and maintain effective working relationships with employees, building owners, architects, contractors and other members of the public. Analytical and administrative abilities. Ability to communicate effectively, orally and in writing. Excellent physical condition. Ability to work under adverse weather conditions. Sound judgment. Firmness. Integrity.