

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Senior Code Official 3		<b>Class Code:</b> 001GA3
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 9-19-13
	<b>Summary:</b> Incumbent interprets and applies the state's adopted fire and building (structural, plumbing, electrical, mechanical, accessibility, energy conservation etc.) laws, codes, rules and regulations as they relate to all projects (regardless of complexity) that are either in the blueprint (plan review) and/or construction (inspection) phase.		

**Duties:**

- Interprets various fire and building codes, laws, rules and regulations and appropriately applies them to specific routine to very complex Class I and industrial construction projects submitted;
- Reviews and releases submitted building plans and specifications or inspects construction projects for compliance with applicable state fire and building codes, laws, rules and regulations;
- Prepares and issues documentation for releases such as construction design releases, foundations, addenda, correction requests, etc.;
- Reports non filed projects and/or construction violations making recommendations on the issuance of non compliance orders;
- Explains and interprets the various fire and building codes and their applicability to architects, engineers, building and fire officials, contractors, manufactures, property owners and/or lower-level staff;
- Prepares correspondence to explain fire and building code revisions and answers general code inquiries;
- Exercises authority over incomplete and/or non conforming plan submissions until required documents are received;
- Investigates and attempts to resolve complaints;
- Assists in the training of new review and/or inspection staff by functioning as a mentor, providing code education and specific on-the-job training;
- Advises, coordinates and/or conducts training for local fire and building code enforcement officials;
- Prepares and submits technical reports regarding plan review and/or field inspections and prepares and submits routine administrative reports such as itineraries, monthly mileage and attendance;
- Monitors changes (new adoptions and amendments) in laws, codes, rules, regulations and procedures that relate to Class I and industrialized building projects in the state;
- Promotes the development of local building departments through meeting with locally elected and appointed officials and special interest groups (e.g. trade associations);
- Serves as a witness in court on code violations as required;
- Performs related duties as required.

**Job Requirements:**

- Possess a valid Indiana Driver's License.
- Ability to achieve national certification as a Plans Examiner and Certified Building Inspector within three years of being hired;
- Practical experience in building design, design review, construction inspection or construction supervision; Extensive and specialized knowledge of, and ability to, interpret the state's various adopted fire and building (structural, plumbing, electrical, mechanical, accessibility, energy conservation etc.) laws, codes, rules and regulations and apply them to plan review or inspection practices;

- Extensive knowledge of construction principles, practices and procedures;
- Ability to read, understand and evaluate construction plans, specifications and shop drawings for compliance to applicable fire and building codes;
- Ability to use the measuring and mechanical devices related to design and construction practices;
- Ability to effectively and tactfully communicate, orally and in writing, with design professionals, contractors, property owners, elected and appointed officials and the public regarding technical issues of non compliance, codes, complaints and administrative procedures;
- Ability to use various office equipment such as computers, printers, copiers etc.;

**Difficulty of Work:**

Incumbent follows prescribed procedures and utilizes moderately standardized fire and building codes, laws, rules and regulations in the evaluation of the routine to most complex submitted Class I and industrialized building plans and/or in the field inspection process of such projects. However, judgment is of paramount importance when interpreting and applying these complex codes to specific projects and situations, particularly large-scale, multi-faceted projects involving numerous variables and when determining whether the plans and/or construction sites are in compliance. As the work is enforcement in nature, the incumbent is often placed in stressful and sometimes sensitive situations. Incumbent must utilize negotiation and conflict resolution skills.

**Responsibility:**

Incumbent works independently after receiving general instruction and is responsible for evaluating and determining the code compliance of the routine to most complex submitted building plans and specifications and/or when conducting compliance inspections during the construction phase. Incumbent assists in training and mentoring new review and inspection staff. Work is reviewed on a spot check basis for technical adequacy and conformance with the state's various fire and building codes and regulations. Supervisory staff is available to discuss unusual problems at the discretion of the incumbent.

**Personal Work Relationships:**

Primary contacts are with supervisors, co-workers, building and fire officials, engineers, architects, building contractors, property owners and other members of the construction community for the purpose of insuring that the state's various fire and building codes are complied with in both the design and construction phases. This includes communicating non-compliance and disapproving design submissions.

**Physical Effort:**

Ability to lift up to 30 pounds and/or physically inspect construction projects in various stages of completion (inclement weather, climbing, stooping, crawling, heavy equipment, etc.)

**Working Conditions:**

Work is performed in a normal office environment. Travel may be required to inspect construction projects.