

BUILDING INSPECTION & PERMITS ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Plans and administers the building inspection and permits program of the Department of Public Works.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans and directs the enforcement of building laws and regulations governing the construction of all public and private buildings in the Territory.

Directs the processing of all building permits and licenses, insuring compliance with established laws and other program requirements.

Directs the on-site inspection of construction, repair, addition, renovation and/or demolition of buildings for compliance with the governing local and federal building laws and regulations.

Reports on the status of all existing, on-going and proposed public and private building activities in the Territory; submits findings of facts and recommendations on unsafe and dangerous buildings for corrective enforcement action.

Reviews and evaluates the design, plans and programs with the corresponding specifications, valuation and other necessary building documents of projects; and insures their proper construction and maintenance.

Undertakes continuing research on building materials, design and methods of construction and implements/recommends appropriate changes in program requirements to conform to current construction materials, practices and techniques.

Coordinates with other governmental officials and agencies in the various aspects of construction planning, development and enforcement.

Prepares the division's budget request and required reports.

Formulates, implements and recommends administrative and operating policies and procedures.

Plans and implements training programs for the inspectors to keep abreast with the current construction laws and developments in the field of building construction.

Page 2

BUILDING INSPECTION & PERMITS ADMINISTRATOR

Administers administrative policies on personnel, training and safety.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of construction practices, methods, techniques, materials and equipment.

✓ Knowledge of engineering methods and techniques.

Knowledge of safety requirements and practices in construction work.

Knowledge of the principles and practices of public administration.

✓ Ability to plan and direct a comprehensive building inspection and permits program having a territorial-wide coverage.

Ability to learn, interpret and apply pertinent building laws, regulations and other program guidelines.

✓ Ability to read and interpret engineering and architectural plans and specifications for construction control purposes.

Ability to direct the enforcement of construction regulations and requirements with firmness, tact and impartiality.

Ability to formulate and enforce building inspection policies and procedures.

Ability to evaluate program effectiveness and recommend/implement changes in program requirements to enhance effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Page 3

BUILDING INSPECTION & PERMITS ADMINISTRATOR

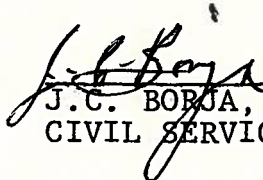
MINIMUM EXPERIENCE AND TRAINING:

- a) Four years of experience in building inspection work; one year of supervisory work; and graduation from a recognized college or university with a Bachelor's degree in engineering, construction or industrial technology or related fields; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Pay Range: 39

10/83



J.C. BORJA, EXECUTIVE DIRECTOR
CIVIL SERVICE COMMISSION