

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 002216
Grade 21
FLSA: N**

PERMITTING AND CODE COMPLIANCE INSPECTOR II

DEFINITION OF CLASS:

This is inspection work in one or more of the following specialties within the Department of Permitting Services (DPS), the Department of Fire and Rescue Services (FRS), or any other of several departments where similar work as described is conducted: new residential/commercial construction; renovation of existing structures; fire protection and life safety code evaluation and enforcement; right-of-way construction; zoning/land use; storm water management/sediment control; and systems structures. Incumbents in this class perform on-site inspections and assessments, plan reviews, client consultations, and report preparation on technical issues. Contacts are with the public, developers, business and home owners, building construction project managers, business employees, property managers, architects, engineers, job foremen, contractors, attorneys, other professionals, managers and other organization representatives. The purposes of these contacts are to exchange information; coordinate case management and operational matters; and obtain and provide approvals necessary to provide services or complete work; assist clients to meet the intent of applicable codes, regulations, or policy; inform and educate clients on present or perceived dangers and code violations. Public service and assistance typically takes the form of on-demand, in person, telephone and/or field consultations with property owners, permittees, prospective permittees, and other clients. Assistance often requires questioning clients to determine the exact nature of assistance required.

Employees in this class perform and document assignments based on instructions, policies, and accepted legal, engineering/scientific principles and practices. Work is reviewed for technical soundness, appropriateness, and policy conformance. Guidelines which include a multiplicity of standards, procedures, policies and manuals are normally available but do not cover all situations encountered in the work. An employee may adapt or deviate from existing guides when necessary, and may recommend modifications to existing guides. The complexity of the work of this class derives from the need to apply a considerable depth of knowledge of a variety of codes, methods, practices and materials to work projects in an environment of very high expectation of personalized customer service. The scope of the work encompasses aspects of land-use issues, engineering/development projects, and/or fire protection/life safety code evaluation and enforcement projects through planning, implementation and occupancy. The work affects the proper use of land and the proper and safe construction and use of structures and facilities Countywide. The majority of the work is performed in a field setting with exposure to the physical demands and hazards associated with construction and other outdoor sites, heavy equipment, toxic substances, slip, trip and fall hazards; electrical shock hazards; exposure to inhalation hazards; extremely loud noises and soft-tissue injuries, vehicle operation, and aggressive client behavior. Most positions in this class require the wearing of safety apparel; e.g., hard hats, safety footwear, respiratory protection, hearing protection, and the exercise of some safety precautions. Performance of the work involves walking over rough, uneven, and occasionally slippery surfaces; climbing flights of stairs and ladders; and occasionally lifting objects weighing from twenty to fifty pounds.

EXAMPLES OF DUTIES: (Illustrative Only)

Permitting Services

- Performs and documents inspections/complaint investigations related to land development, zoning land use, development standards, storm water management, residential, commercial and right-of-way construction projects for compliance with plans, permit requirements, engineering standards, and all applicable county, state, and federal laws, codes, ordinances, regulations, and guidelines.
- Works as a team member with other employees to facilitate client service.
- Designs/approves alternative construction systems or methods and materials to address situations where specified or conventional approaches do not apply, and recommends changes to existing inspection protocols.
- Resolves difficult code/law-enforcement/interpretation problems with developers, contractors, engineers, architects, and homeowners through meetings and discussions conducted in the office or field. Determines when alternative construction or installation methods and materials represent equivalency for compliance with codes.
- Conducts testing; investigates complaints; and prepares complex reports and correspondence.
- Reviews construction and land-development plans for technical completeness and design adequacy.
- Issues orders and summonses; gathers evidence, prepares complex enforcement/complaint cases for court/appellate consideration, and testifies in court as issuing officer and expert witness.
- Works with engineers, other professionals, and permit technicians to assure that individual permitting cases are processed cordially and expeditiously.
- Serves on teams created to work on permitting projects of high public interest/technical complexity.
- May provide 24-hour on-call inspection assistance to other officials to assess damage and authorize safe re-entry to structures damaged by fire/natural disasters.
- Performs related duties as required.

Fire and Rescue Services

- Conducts on-site inspections and systems tests of fire protection and life safety systems in existing buildings or those under construction or renovation, ensuring compliance with appropriate codes, and where problems are found, works with on-site general contractor or project manager to schedule and implement corrective actions.
- Completes and maintains detailed electronic and hard copy records of all inspections and supporting documents related to any aspect of fire and life safety systems; product design and installation specifications; and correspondence.
- Performs plan reviews to determine complexity and scope of assigned inspection projects; fire and life safety system interaction not determined at time of individual systems plan review; identifies compliance issues prior to or post-construction or installation; identifies existing as-built conditions and compliance issues, and determines time and resources required to provide service.
- Keeps abreast of new techniques, methods, products, and developments in the fire protection field; maintains a thorough working knowledge of the variety of hazardous operations indigenous to the occupancies and industries within the county to ensure application of proper fire and life safety code requirements.
- May provide 24-hour on-call inspection assistance to other officials to assess damage and authorize safe re-entry to structures damaged by fire/natural disasters.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES (as pertains to the respective specialization):

- Considerable knowledge of the applicable codes, ordinances and regulations pertinent to the area of specialization.
- Knowledge of improper trade practices which result in faulty, substandard or hazardous conditions.
- Knowledge of, and a commitment to, customer-service and client-focused service-delivery systems.
- Knowledge of computer applications relevant to inspections, assessments, and the general office environment, including word processing, spreadsheets, and data management.
- Knowledge of the fundamental organization of the respective organization and the methods and manner in which operations are performed.
- Knowledge of inspection and enforcement methods and techniques.
- Knowledge of fire and products of combustion behavior, safety, suppression and evacuation systems, and fire control practices.
- Knowledge of structural materials and elements, and building environmental behavior when subjected to fire conditions and products of combustion.
- Knowledge of building construction materials, methods, practices, and the systems used in application of fire and life safety codes.
- Skill in obtaining compliance with applicable permitting, engineering, and code requirements.
- Skill in interacting with persons who speak English as a second language or may have limited English proficiency.
- Skill in negotiating agreements with engineers, developers, contractors, and government professionals to ensure compliance with applicable code requirements.
- Ability to express oneself clearly, concisely and effectively, orally and in writing.
- Ability to communicate technical guidance and establish and maintain effective working relationships with other professional staff and representatives from the building industries.
- Ability to work as a team leader, team member, attend meetings, communicate effectively, and maintain effective working relationships with staff, permittees, and other representatives.
- Ability to comprehend, incorporate and apply new concepts and technology into an existing body of knowledge, practices and procedures.
- Ability to read, understand, and interpret construction plans and determine whether fire and/or life safety systems have been installed in compliance with the approved plans.
- Ability to conduct field inspections independently or as a member of a team in conditions of moderate to severe physical risk.
- Ability to read and interpret plans, specifications and blueprints quickly and accurately and to determine whether construction is proceeding according to the approved plans.
- Ability to work effectively as a team participant.
- Ability to communicate technical guidance and establish and maintain effective working relationships among staff, permittees, community representatives, and representatives from other jurisdictions.
- Ability to acquire knowledge of the legal mandates which define/limit the public-service mission of the respective organization.
- Ability to attend meetings or perform other assignments at locations outside the office, and the ability to independently conduct field investigations/inspections in conditions of moderate to severe physical risk.
- An employee in this class who conducts inspections for electrical code compliance must have adequate color vision to ensure code compliance and feasibility of electrical work.

MINIMUM QUALIFICATIONS:

Experience: Five (5) years of experience in a technical/professional field appropriate to the assigned position. At least one year of experience should be in a code compliance/enforcement capacity.

Education: Graduation of high school or High School Certification of Completion recognized by the State of Maryland. A Bachelor's degree in an appropriate field is preferred for all positions. For applicants possessing an appropriate degree, the experience requirement may be reduced to two years instead of five.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

CERTIFICATIONS:**The Department of Permitting Services**

- The Department of Permitting Services maintains a listing of current Department-required certifications required for employees classified at this level.
- Incumbents who inspect HVAC work may be required to be licensed by the Maryland State Board of HVACR Contractors as an authorized Inspector.

The Department of Fire and Rescue Services

- The employee will obtain Maryland State Professional Qualifications Board certification as an Inspector II within one year of appointment.
- The Department of Fire and Rescue Services maintains a list of current Department-required certifications required of employees classified at this level.

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam with Drug Screen.*

*Core I exam if confined space training and the use of a self-contained breathing apparatus is required.

*Core II exam if assigned to sediment control.

Class Established: March, 2001

Revised: November, 2009

July, 2010 August, 2013

Re-titled: May 2021

Medical Protocol per OMS Review: April, 2022

Formerly titled: Permitting and Code Enforcement Inspector II