

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

**Code No. 002217
Grade 19
FLSA: N**

PERMITTING AND CODE ENFORCEMENT INSPECTOR I

DEFINITION OF CLASS:

This is entry level 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 information/approvals necessary to provide services. 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 and field assessments, either before or after construction. Employees also review engineering and scientific documents related to these assessments; meet with clients to discuss requests for exceptions from code requirements; resolve discrepancies between approved plans and field conditions; work with clients to resolve interpretive problems; and facilitate case work. Under the direction of a higher-level inspector or the supervisor, employees in this class plan and carry out assignments based on instructions, policies and accepted legal and engineering/scientific principles and practices. Work is reviewed for technical soundness, appropriateness, and policy conformance. The employee uses judgment in selecting and applying guidelines, which include a multiplicity of standards, procedures, policies, and manuals. Deviations or situations to which existing guidelines cannot be applied are typically referred to the supervisor or higher level inspector. The complexity of the work of this class derives from the need to apply knowledge of a variety of codes, methods, practices and materials to work projects in an environment of very high expectation of personalized consumer 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 and safe construction and use of structures and facilities County-wide. 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.
- Suggests alternative but conventionally acceptable construction or installation methods and materials which comply with codes.
- Participates in formal and on-the-job training to enhance technical knowledge, skills and abilities.
- Conducts testing; investigates complaints; and prepares reports and correspondence.
- Reviews construction and land-development plans for technical completeness and design adequacy.
- Issues orders and summonses; gathers evidence, prepares cases for court/appellate consideration, and testifies in court as a witness.
- Works with engineers, other professionals, and permit technicians to assure that individual permitting cases are processed cordially and expeditiously.
- May serve on teams created to work on permitting projects of high public interest/technical complexity.
- Performs related duties as required.

Fire and Rescue Services

- Conducts standard 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 the supervisor or higher-graded inspector to schedule and implement corrective actions.
- Completes and maintains detailed electronic and hard copy records of inspections and supporting documents related to any aspect of fire and life safety systems; product design and installation specifications; and correspondence.
- Participates in plan reviews to determine complexity and scope of assigned inspection projects; fire and life safety system interaction; identifies compliance issues prior to or post-construction or installation; identifies existing as-built conditions and compliance issues, and participates in determining time and resources required to provide service.
- Keeps abreast of new techniques, methods, products, and developments in the fire protection field.
- Participates in formal and on-the-job training to enhance technical knowledge, skills and abilities in all areas of fire and life safety code requirements.
- Performs related duties as required.

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

- Knowledge of the construction materials, methods, practices and systems used in the applicable field.
- 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, when appropriate.
- Knowledge of, or the ability to acquire, computer applications skills relevant to inspections/permits.
- Skill in obtaining compliance with applicable permitting, engineering, and code requirements, as appropriate.
- Ability to work effectively as a team participant.
- Ability to communicate technical guidance and establish and maintain effective working relationships among staff, clients, community representatives, and representatives from other jurisdictions.
- Ability to conduct field investigations/inspections in conditions of moderate to severe physical risk and the ability to attend meetings outside the office when necessary.
- Ability to acquire knowledge of the mandates which define/limit the public-service mission of the division and department.
- An employee in this class who conducts inspections for electrical code compliance must have adequate color vision to ensure code compliance.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years of experience in a technical/professional field appropriate to the assigned position.

Education: Completion of high school or possession of a 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 a degree in an appropriate area, the experience requirement may be reduced to one year instead of three.

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

- Certification for Maryland Fire and Rescue Institute Fire Inspector I or Equivalent.
- 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

May, 2013

August, 2013

Medical Protocol per OMS Review: May, 2022

Formerly Titled: Permitting Code and Enforcement Inspector I