

## Code Enforcement Administrator Interview Questions

1. Share effective methods to inspect bridges, dams, highways, buildings, wiring, plumbing, electrical circuits, sewers, heating systems, or foundations during and after construction for structural quality, general safety, or conformance to specifications and codes.

2. What kind of experience do you have monitoring installation of plumbing, wiring, equipment, or appliances to ensure that installation is performed properly and is in compliance with applicable regulations?

3. Tell me how you review and interpret plans, blueprints, site layouts, specifications, or construction methods to ensure compliance to legal requirements and safety regulations.

4. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

5. What is the key to success when communicating with the public.

6. Share an experience you had in dealing with a difficult person and how you handled the situation.

7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

8. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

9. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

10. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

11. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

12. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

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13. Tell me how you organize, plan, and prioritize your work.

14. Would you consider analyzing data or information a strength? How so?

15. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

16. Walk me through how you conduct environmental hazard inspections to identify or quantify problems such as asbestos, poor air quality, water contamination, or other environmental hazards.

17. What is the most challenging part of examining lifting and conveying devices, such as elevators, escalators, moving sidewalks, lifts and hoists, inclined railways, ski lifts, and amusement rides to ensure safety and proper functioning?

18. Share a method you use to measure dimensions and verify level, alignment, or elevation of structures or fixtures to ensure compliance to building plans and codes.

19. Share an effective process to inspect and monitor construction sites to ensure adherence to safety standards, building codes, or specifications.

20. Describe an experience where you had to issue violation notices and stop-work orders, conferring with owners, violators, and authorities to explain regulations and recommend rectifications.