

Building Codes Enforcement Officer

SALARY GRADE: 71

SALARAY RANGE: \$39,047-\$60,523

General Statement of Duties

Performs difficult skilled technical and administrative work planning, directing, and participating in various inspection and code enforcement activities, reviewing permit applications, assisting the public, preparing and maintaining appropriate records and files, and preparing reports.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Distinguishing Features of the Class

An employee in this class reviews construction plans for compliance with State codes and County ordinances, approves the issuance of commercial and residential building permits and inspects construction work in process to enforce State codes for building construction and insulation. Work involves performing skilled inspections in the four trades' areas of building, plumbing, electrical, and mechanical as well as fire for all levels of residential and commercial properties to determine the quality of workmanship, materials, and safety precautions. Work includes making site visits for grading permits, setbacks, and to ensure compliance with CAMA and floodplain regulations. The employee also serves as the code enforcement supervisor and technical resource to the organization on inspections issues. Technical judgment is required to interpret State codes and local ordinance provisions as applied to practical construction projects and circumstances. Inspections may require some physical effort and are performed under hazards present in dealing with construction work in progress. Work subjects the employee to inside and outside environmental conditions, hot and cold temperatures and may require working in close quarters, crawl spaces, noise and dust. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public. Work is performed under the general direction of the Planning & Inspections Director, and is evaluated through conferences, review of reports and records, and feedback from contractors, property owners and the general public.

Duties and Responsibilities

Essential Duties and Tasks

- Reviews commercial and residential building plans and applications to ensure all required information is included; contacts contractor for additional information and advises on additional information needed; answers questions about building permit applications.
- Examines blueprints, plans and other specifications for new construction or renovations to ensure compliance to State building codes, local ordinances and federal requirements; reviews plans for building, plumbing, mechanical, electrical, fire prevention, CAMA and FEMA compliance; researches codes and regulations to identify requirements; approves and issues building permits.

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- Conducts site reviews and recommends revisions to projects to assure compliance with State building codes, ordinances and CAMA and FEMA regulations; meets with builders and contractors to advise them in interpreting and applying code regulations, changes to codes and violations at construction sites.
- Uses level I or II certifications to inspect all levels of residential and commercial new construction and renovations for compliance with building, electrical, plumbing mechanical and fire building codes; notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues stop work orders when necessary.
- Ensures all inspections are final; closes file and issues certificates of occupancy.
- Prepares various reports and other types of correspondence; prepares and maintains records and files.
- Provides customer service to builders, contractors, property owners and the general public; answers questions about code requirements and compliance issues; researches code issues; responds to complaints; investigates and notifies the NC Department of Insurance of licensing violations.
- Attends required training to maintain certifications and to stay abreast of changes to codes.
- Review and sign off on lower level inspections

Additional Job Duties

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Thorough knowledge of County and department policies and procedures.
- Thorough knowledge of NC State building, fire, CAMA, and FEMA codes, and local ordinances applicable to the building and construction process.
- Thorough knowledge of construction and system installation procedures in electricity, plumbing, heating, and air conditioning systems and of building materials, techniques and workmanship.
- Thorough knowledge in reading and interpreting plans and specifications.
- Thorough knowledge in the interpretation of codes, ordinances and other regulations and their application to specific situations.
- General knowledge in preparing reports and other types of correspondence.
- General knowledge in the use of standard office equipment and associated software.
- Thorough knowledge in the use of the equipment required for the position.
- Skill in communicating technical code requirements to individuals ranging from architects and contractors to the general public with no technical knowledge of code requirements.
- Skill in collaborative conflict resolution.
- Ability to communicate effectively in oral and written form.
- Ability to make arithmetic computations.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, contractors, property owners and the general public.
- Ability to enforce regulations tactfully and firmly and resolve complaints.
- Ability to prepare and maintain accurate records.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing,

stooping, kneeling, crouching, crawling, reaching, sitting, standing, walking, lifting, grasping, feeling, pushing, pulling, seeing, talking, hearing, and repetitive motions.

- Must be able to perform light work exerting up to 10 pounds of force frequently, and up to 50 pounds of force occasionally to move objects.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms-length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Desirable Education and Experience

- Graduation from high school and extensive experience in the building construction or trades industry, or an equivalent combination of education and experience.
- NC Level I or II Inspector certifications in building, electrical, mechanical, plumbing and fire.

Special Requirements

- If hired without NC Level II Inspector certifications in electrical, building, mechanical, plumbing and fire trades, certifications should be acquired within six years of hire.
- If hired without NC Level III Inspector certifications in electrical, building, mechanical, plumbing and fire trades, certifications should be acquired within six years of hire
- Possession of a valid North Carolina driver's license.

POSITION EXPIRATION: OPEN UNTIL FILLED