

**BUILDING CODES INSPECTOR**  
**GRADE: 67**  
**SALARY RANGE: \$32,995-\$51,142**

General Statement of Duties

Performs intermediate technical work inspecting building construction for compliance with State and local building and fire codes and ordinances, reviewing and issuing permits and stop work order, maintaining 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, inspects construction and installation work in progress to enforce State codes for buildings construction for the County. Work involves performing building trades' inspections to determine the quality of workmanship, materials and safety precautions of construction work in various stages of completion. Work also includes fire and manufactured housing inspections. Independent technical judgment is required to interpret provisions of established, but constantly changing codes as applied to practical construction projects and circumstances, and in making decisions. Inspections may require 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. Considerable tact, courtesy, and firmness must be exercised in dealing with contractors, property owners and the general public. Work is performed under the limited supervision of the Chief Building Inspector and is evaluated through observation, conferences, review of reports and contractor and citizen feedback.

Duties and Responsibilities

Essential Duties and Tasks

Performs field inspections and re-inspections of residential construction and existing structures for compliance with building, plumbing, electrical, mechanical, and fire codes.

Ensures builders and contractors possess the correct permits for the project.

Issues permits; reviews blueprints, plans and certificates for compliance of appropriate code/zoning ordinances.

Issues warnings and stop work orders when necessary; takes appropriate action when violations occur; testifies in court as necessary.

Receives and responds to inquiries and complaints in regard to defective construction and the minimum housing code.

Prepares reports and correspondence; maintains records regarding inspections; enters inspections into computer.

Attends meetings with builders, architects, engineers and the general public; confers with contractors, owners, staff and State officials on code compliance matters and interpretations.

Performs field inspections, issues permits and enforces the State's Coastal Area

Management Act (CAMA) regulations.

Advises contractors in interpreting and applying code regulations; researches questions and advises on code interpretation; suggests revisions to work to assure compliance.

Conducts manufactured home inspections according to codes and ordinances of the County's different governmental jurisdictions.

Attends required training to maintain certifications and to stay abreast of changes to codes.

#### Additional Job Duties

Performs other related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

General knowledge of County and department policies and procedures.

Thorough knowledge of NC State building, fire, CAMA, FEMA, codes, and local ordinances applicable to the building and construction process.

Thorough knowledge of building materials, techniques and workmanship.

Thorough knowledge of construction and system installation procedures in electricity, plumbing, heating, and air conditioning systems.

General knowledge in preparing reports and other types of correspondence.

General knowledge in the use of standard office equipment and associated software.

General knowledge in the use of the equipment required for the position.

Skill in the interpretation of codes and ordinances and their application to specific situations.

Skill in reading and interpreting plans and specifications.

Ability to communicate effectively in oral and written form.

Ability to enforce regulations tactfully and firmly.

Ability to establish and maintain effective working relationships with supervisors, coworkers, contractors, property owners and the general public.

Ability to prepare and maintain accurate records and files.

#### 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 considerable experience in the building construction industry, or an equivalent combination of education and experience.

#### Special Requirements

Obtain NC Level I Inspector certifications in building, electrical, mechanical, plumbing and fire trades within two years of hire.

Building Codes Inspector  
Page 3

Possession of a valid North Carolina driver's license.

**POSITION EXPIRATION: OPEN UNTIL FILLED**