



Part Time
Building Inspector

City of Mebane

To Apply

To apply for the Building Inspector position, please click on the link below.

[Part Time Building Inspector](#)

The City of Mebane is an Equal Opportunity Employer.

General Statement Duties

Performs technical work inspecting building construction, alterations, remodeling, and additions to existing housing and commercial buildings to ensure compliance with building codes.

Distinguishing Features of the Class

An employee in this class is responsible for completing building inspections to ensure compliance with city and state building codes. An additional role is enforcement of zoning, minimum housing, and nuisance abatement ordinances designed to prevent housing deterioration and urban blight. Work is generally performed independently and includes frequent field checks, inspecting work at various stages of completion, reviewing blueprints, preparing inspection reports, and issuing permits. Employee exercises technical judgment to interpret provisions of the NC State Building Code to specific situations. Work is performed under the general supervision of the inspections director and is evaluated through spot checks during and after inspections, conferences, reports, and feedback from contractors and citizens. This is a nonsupervisory classification.

Illustrative Examples of Work

- Reviews construction plans: authorizes or issues permits; permits; inspects and re-inspects all new construction, alterations, remodeling, repairs, additions to existing houses and commercial buildings; inspect electrical, plumbing, mechanical, and gas piping for compliance with state building codes.
- Inspects Day Cares, business occupancies, and perform school inspections with county Fire Marshal Office.
- Inspects businesses applying for ABC licenses to ensure compliance with state building code
- Receives complaints about defective construction and resolves enforcement problems.
- Issues warnings and stop work orders for construction not performed in compliance with regulations and certificates of occupancy after inspections have been approved.

- Investigates complaints on alleged nuisances or violations of minimum housing, zoning, and other code violations, interviews residents and neighbors, takes photos of property or nuisance conditions, makes sample drawings, and other information to give full assessment of complaint; interprets ordinances when inspecting dilapidated buildings, noxious weeds control, and illegal disposal of appliances, automotive parts, and illegal dumping.
- Advises contractors, engineers, architects, lawyers, and the public on zoning, minimum housing, and other code requirements for existing and new construction; advises property owners of restrictions on the use and zoning of land and property; gives notice of violations appeals process and re-inspection dates if violations are resolved.
- Responds to questions from citizens, contractors, and builders regarding codes and compliance processes, researches, and validates property locations and ownership
- Consults with supervisor on enforcement actions through the courts; testifies in court on work performed and interpretations of the various codes and ordinances.
- Perform other tasks as required by the Supervisor

Knowledge, Skills, and Abilities

- Thorough knowledge of current city and state building codes, city zoning ordinance, minimum housing ordinance, nuisance abatement ordinances and general code of ordinances.
- Knowledge of effective oral and written communications techniques when interacting with the public, contractors, and others.
- Knowledge of the purpose and use of common office-based technology such as programs for work processing, printing, and database management.
- Ability to identify problems and errors in construction and procedures for corrections.
- Ability to prepare detailed inspections reports and testify in court.
- Ability to communicate firmly, effectively, and tactfully with contractors, landowners, and the general public; ability to explain the intent of the zoning ordinance, minimum housing and nuisance ordinances, and the purpose of the city's inspections program.

Physical Requirements

Work in this position is generally light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Employee is required to have close visual acuity to prepare and analyze data and figures, operate a computer terminal, perform extensive reading, perform visual inspection of small defects and parts, and use measurement devices.

Working Conditions

Employee is subject to inside and outside working conditions. Employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level and is subject to hazards including proximity to electrical current. Employee is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation and may be required to work in close quarters, attics, crawl spaces, or small enclosed rooms which could cause claustrophobia. Employee is required to function in narrow aisles or passage ways.

Education and Experience

Graduation from high school or GED equivalency and 3-5 years' experience in construction trades or building inspections; prior experience in zoning, minimum housing, and nuisance abatement enforcement is desired. An associate degree in construction management is preferred.

FSLA Status: Nonexempt

Compensation

Starting pay: \$24.45

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position, and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.