

CHIEF BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER

Grade: 20

General Statement of Duties

FLSA Status: Non-Exempt

Performs field inspection work of buildings and property within the Town and the Town's ETJ to ensure compliance with State building codes and local ordinances and advises on code compliance issues.

Distinguishing Features of the Class

An employee in this class inspects residential and commercial construction and reconstruction to enforce State codes for buildings construction, and enforces Town ordinances such as lot setbacks, sidewalks, sign regulations, nuisance ordinances and flood prevention. Work includes conducting plan review and advising on code issues, making scheduled field inspections to enforce building, electrical, mechanical, and plumbing codes and also fire codes; issuing correction notices, notes of violations and stop work orders; and issuing certificates of compliance and certificates of occupancy. Work also includes responding to complaints and observing potential code compliance issues in areas such as dilapidated and abandoned structures, nuisance violations, lot setbacks and other zoning issues, sign violations and flood prevention issues. Proactively seeks to remedy nuisance violations for signs, dilapidated and abandoned structures and other zoning compliance issues that may exist. Technical judgment is required to interpret provisions of the codes as applied to construction projects and circumstances. Inspections may require some physical effort and are performed under hazards present in dealing with construction work in progress. The employee is subject to inside and outside environmental conditions and extremely hot and cold temperatures. Work is also subject to noise and dusts. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public. Work is performed under the general supervision of the Town Manager and in coordination with the Town Planner and is evaluated through conferences, review of reports and records, and contractor and citizen reactions.

Duties and Responsibilities

Essential Duties and Tasks

Reviews site plans, blue prints, and specifications and receives applications for permits for new construction, reconstruction and demolitions; advises contractors in interpreting and applying code regulations and insures that contractors meet state requirements.

Goes to Town sites to inspect construction in progress for compliance with building, electrical, plumbing, and / or mechanical and fire codes; assures possession of correct permits; authorizes issuance of permits and Certificates of Occupancy.

Notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues stop orders if necessary.

Proactively patrols the Town looking for violations of codes and responds to complaints; conducts inspections supporting other Town functions as needed, such as dilapidated house, signs, sidewalk, and lot setback and other zoning requirements. and issues enforcement orders when needed.

Maintains accurate records, logs and files of inspections activities; completes reports of activities.

Handles citizen complaints about contractors, construction quality and other issues.

Recommends judicial actions and may be required to testify in court against violators of the State building code.

In cases of severe weather works with emergency management to locate and check downed power lines, inspect and evaluate buildings to detect hazardous and dangerous conditions and evaluate for safe occupation.

Maintains mandatory continuing education credit hours and attends training to maintain certifications and assure knowledge of codes; answers questions and assists works within area of specialization to orient and advise other inspectors.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of State building codes and of local codes and ordinances.

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

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

Skill in reading and interpreting plans and specifications.

Ability to read and analyze single family and commercial building plans and specifications for compliance with codes.

Ability to establish and maintain effective working relationships with contractors and the public.

Ability to enforce regulations tactfully and firmly and in a consistent manner.

Ability to maintain reports and records of inspections activities.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, grasping, talking, hearing, and repetitive motions.

Must be able to perform 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.

Must possess the visual acuity to inspect details of construction, prepare reports, and do extensive reading.

Desirable Education and Experience

Graduation from high school supplemented by trade school course work in the building construction trades and considerable experience in construction trades or trades inspection work; or equivalent combination of education and experience; at hire, certification in Building, Electrical, Mechanical, Plumbing, and Fire trades at a Level II minimum - Level III preferred and/or ability to obtain.

Special Requirement

Possession of a valid North Carolina driver's license.

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