



Permanent Population 5,900 and Seasonal Population 30,000

EMPLOYMENT OPPORTUNITY

Job Title: Building Inspector
Salary Range: \$40,258 to \$59,581 (Hiring Rate to Maximum)
Grade: 20
Status: Full-Time
Application Deadline: Open Until Filled

General Statement of Duties

Performs skilled inspection work within the Town to ensure compliance with proper codes and ordinances. Responsible for plan review, inspecting residential and commercial construction to insure compliance with federal, state, and local laws including, but not limited to, building inspection, CAMA, NFIP, minimum housing code, nuisance ordinance, coordinating with county inspections for plumbing, electrical, and mechanical. Requires Level III Building Inspection Certificate, strong communication skills, thorough knowledge of State Building codes and excellent technical judgment. Work is performed under the general supervision of the Planning Director.

Distinguishing Features of the Class

An employee in this class inspects residential and commercial construction and reconstruction to enforce state codes for building's construction. Work includes conducting plans review and doing the inspections to enforce building codes, minimum housing and abandoned structures. 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 Planning Director 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; issues building permits and certificates of occupancy.

- Advises contractors in interpreting and applying code regulations.
- Handles citizen complaints about contractors, construction quality and other issues.
- Notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues stop orders if necessary.
- Insures that contractors meet state requirements.
- Recommends judicial actions and may be required to testify in court against violators of the state building code.
- Maintains accurate records, logs and files of inspections activities; completes reports of activities.
- Coordinates with county inspections to assure inspections of plumbing, electrical, and mechanical code inspections; assists zoning and code compliance officers in answering public complaints about possible code violations.
- Serves as director of the Town's Damage Assessment Team following hurricanes and other disasters.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of state codes and local ordinances as applied to assigned buildings and construction projects for inspection.
- General working knowledge of construction and insulation.
- Skill in interpretation of codes and in their application to specific situations.
- Skill in reading and interpreting plans and specifications.
- Ability to establish and maintain effective working relationships with contractors and the public.
- Ability to enforce regulations tactfully and firmly.
- Ability to establish and maintain effective record-keeping systems.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, 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 work including some supervisory experience; or equivalent combination of education and experience.

Special Requirement

- Possession of a valid North Carolina driver's license.
- State certification as a Level III Building Inspector.