

CHIEF INSPECTOR / BUILDING CODES ADMINISTRATOR

General Statement of Duties

Performs building, zoning, flood and other codes enforcement work to ensure compliance of buildings and property with proper codes, ordinances, and regulations.

Distinguishing Features of the Class

Performs inspections, provides citizen information, and oversees record-keeping necessary to administer the state building codes, fire prevention codes, minimum housing standards; federal CAMA regulations, and FEMA flood plain regulations. Work includes supervising the issuance of permits; performing the inspection of construction, electrical, plumbing, and mechanical installations with code compliance, fire prevention inspections, CAMA inspections; and the reporting on inspections activities. The employee supervises records and report activities. The employee works daily with contractors, architects, engineers, and home owners in complying with federal, state and local ordinances and codes. Tact, courtesy, and firmness must be exercised in dealing with professionals and the general public. Work subjects the employee to inside and outside environmental conditions; extremes in temperature; hazards associated with construction work; and may require one to work in close quarters, crawl spaces, and similar enclosed spaces. Work is performed under general supervision and is evaluated based on periodic conferences, review of inspection and enforcement reports, and through contractor and public reactions.

Duties and Responsibilities

Essential Duties and Tasks

Performs plan review; reviews site plan, blue prints, and specifications for adherence to state building code, Town zoning codes and related codes and ordinances; supervises the receipt applications and issuance of building permits and CAMA applications authorizing permits or insuring proper processes are followed; enforces flood prevention ordinances.

Inspects building construction for compliance with codes in five trades areas, including fire prevention; monitors foundations and framing processes; inspects commercial and institutional construction work; performs CAMA inspections; advises contractors in interpreting and applying code regulations.

Enforces minimum housing codes, abandoned building codes and ordinances, manufactured homes regulations, modular homes regulations, and other related codes and regulations.

Insures the maintenance of records of inspections, permits, plans, and other related documents; prepares necessary reports on inspection activities; supervises administrative staff.

Provides technical advice and assistance to Town Manager, Town Council, developers, contractors, and the general public.

Notifies responsible parties of defects and reinspects to determine if corrective actions have been taken; issues stop work orders or certificates of occupancy; makes final determination regarding interpretation of state and local codes and ordinances.

Recommends hiring and insures training and effective performance with staff.

Prepares and administers department budget; reviews and requests computer, vehicle, and other resources.

Serves as damage assessment coordinator to assess damage during and following hurricanes and storms; compiles lists of damages; coordinates with County Emergency Management.

Additional Job Duties

Attends training and educational sessions to keep current in the field.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of State building codes and local laws, fire codes, minimum housing codes, manufactured and modular home regulations, CAMA requirements, Town zoning ordinances, and FEMA flood prevention regulations.

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

Considerable knowledge of the application of information technology to the work of the department.

Knowledge of Town budgeting, purchasing and personnel polices and procedures.

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

Skill in reading and interpreting plans and specification.

Ability to analyze situations in the areas of codes, ordinances, and related functions and make recommendations to the Town management.

Ability to provide leadership to the work of staff.

Ability to establish and maintain effective working relationships with contractors, Town staff, committee and board members, and the general public.

Ability to interpret, apply and enforce regulations tactfully and firmly.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, 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 prepare and analyze figures, do extensive reading, use measurement devices, operate a motor vehicle, and perform building inspection tasks.

Desirable Education and Experience

Graduation from high school and considerable experience in the building construction industry including some experience in the enforcement of state and local codes; or an equivalent combination of education and experience.

Special Requirements

State Standard level III certification in building, plumbing, electric, and mechanical trades areas and in fire prevention.

Possession of a valid North Carolina driver's license.

Certification as local CAMA Permit Officer.