

## **TOWN OF ANGIER, NORTH CAROLINA LEVEL II CHIEF BUILDING INSPECTOR**

### **POSITION SUMMARY:**

An employee in this class specializes in all trades. Work involves inspecting residential and commercial construction, renovations, mobile home setup, additions and existing buildings to certify that work, materials and methods follow applicable Federal, State, and local codes. The employee has the responsibility for securing compliance with regulations when violations are found. Considerable tact, courtesy and firmness are required as the employee works independently in the field and has constant contact with contractors, property owners and the general public. Performs work during emergency/disaster situations. Work is performed under the general supervision of the Planning Director and is reviewed for proper interpretation and enforcement of applicable laws and code requirements. Employee will supervise Level I Trainee.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

- Performs field inspections and re-inspections of residential and public facilities for compliance with State Building Codes and Town ordinances for both new and existing buildings.
- Reviews plans for compliance with state building codes and Town ordinances using electronic plan review.
- Interprets and reviews building permit applications and subsequent installation for code compliance.
- Approves buildings for certificates of occupancy and systems for certificates of compliance.
- Maintain detailed inspection reports and enters information in data base.
- Works with other departmental staff to resolve and analyze complaints, violations, and other enforcement issues.
- May occasionally perform weekend inspections. (as needed)
- Senior or Building inspector II may assist with training new inspector hires.
- Receives complaints regarding defective construction and handles enforcement problems.
- Issues warnings and stop-work orders where construction is not in compliance with the NC state codes or laws.
- Answers questions from and provides technical assistance to private citizens, contractors, design professionals and developers.
- Responds to and investigates complaints regarding violation State Building Codes.
- Completes state required annual continuing education training for certification maintenance.
- Participates in plan review meetings
- Testifies in court on code violation cases/issues violations according to the minimum housing ordinance.
- Learns to use software associated with duties.
- Responds to natural disasters and participates in damage assessment.

- Performs related tasks as required.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Graduation from high school or GED equivalency;
- Three (3) years of experience in at least one of the specified building trades (building/electrical/plumbing/gas/heating) area(s);
- Possession of at least a Level II State Inspection Certification in the specified building trades area;
- A valid North Carolina Driver License;
- Employees in this class also are required to obtain a Level III State Inspection Certification in the same area of specialization within three years after appointment as a Building Inspector.

### **KNOWLEDGE, SKILLS, and ABILITIES:**

- Considerable knowledge of the methods and procedures involved in the installation and maintenance of plumbing, heating and cooling systems or electrical wiring.
- Considerable knowledge of modern building construction practices, methods, and materials and of the stages of construction where possible violations and defects may be most easily observed and corrected. (Building Inspections only.)
- Considerable knowledge of federal, state, and local codes and regulations pertaining to building, electrical, or plumbing and heating inspections.
- Ability to detect and locate defective workmanship in electrical or plumbing and heating installations or in building construction.
- Ability to read and interpret plans and specifications and to compare them with work while in progress.
- Ability to express code requirements clearly and concisely both orally and in writing.
- Ability to deal tactfully and firmly with contractors, property owners and the general public.

### **PHYSICAL DEMANDS:**

Must be able to perform sedentary work and occasionally exerting up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects. This work also involves the physical abilities of crouching, feeling, grasping, handling, perceiving sounds at normal speaking levels, discriminating among sounds, kneeling, having manual dexterity, using mental acuity, reaching, performing repetitive motion, speaking, expressing ideas by the spoken word, and walking. An incumbent must also possess the visual acuity to examine and work with maps, charts, and detailed materials including colors, to operate a computer, to inspect sites regarding planning issues, and to do extensive reading.

### **WORK ENVIRONMENT:**

Work is both sedentary (primarily working in an office environment) and non-sedentary

which requires technical inspections work at the construction sites and meeting with property owners and contractors.

**Special Requirements**

Valid North Carolina Driver's License required.

Level II State Inspection Certification

**FLSA Status:** Non - Exempt

**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 Town of Angier reserves the right to assign or otherwise modify the duties assigned to this classification.