

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Assistant Building Inspections Director
Department: Building Inspections
Revised : June 2015

Class : Technician
FLSA : Exempt

This job description supersedes any prior description for the Assistant Building Inspections Director classification.

GENERAL DESCRIPTION

Responsible supervisory work monitoring the daily activities of the Building Inspections staff for the County. The employee assigned to this class exercises independent judgment and initiative based upon state and county policies and codes. Supervision is exercised over a number of clerical and skilled subordinates. Supervision is received from the Building Inspections Director, who evaluates work through analysis of program accomplishments and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises, monitors, and participates in code enforcement programs in the areas of building, electrical, plumbing, mechanical, and fire, as well as the enforcement of state regulations involving a variety of code enforcement related areas.

Conducts bi-weekly meetings with departmental staff to discuss concerns with the State Building Code changes or interpretations, inspection scheduling, and any problems with the clerical staff and the Field Inspectors.

Conducts field inspections primarily at the Level III in building, electrical, mechanical, and plumbing fields; conducts inspections for ABC compliance, day care compliance, and complaints including condemnations, substandard housing, abandoned structures, etc.

Assists the public and contractors in understanding the various codes and regulations and in applying for permits, variances, and special use permits; troubleshoots concerns or conflicts with inspections that failed.

Reviews commercial or residential plans submitted for compliance with the NC State Building Codes.

Monitors expenditures and assists with budgetary issues concerning the annual departmental budget.

Assists the Director with interviewing and hiring of departmental staff; conducts performance appraisals for the Building Inspections office staff.

Handles any disputes between contractors or property owners and Building Inspectors.

Acts on behalf of the Building Inspections Director in his absence.

Maintains a variety of records; prepares a variety of reports.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

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KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the various construction codes to be enforced and related regulations.

Thorough knowledge of contemporary construction practices, methods, materials, and equipment and of those stages of construction when possible defects and violations may be most easily observed and corrected.

Ability to plan, program, supervise, and control the work and employees involved in a number of diversified program areas.

Ability to obtain and maintain Standard Level III certifications in each construction trade to be enforced.

Ability to interpret, explain, and apply policies, procedures, codes, and regulations to specific operating problems relating to departmental activities.

Ability to read and interpret plans, specifications, and blueprints quickly and accurately to compare them with the various codes and with construction in progress.

Ability to establish and maintain effective working relationships with various county officials, building owners, contractors, subordinates, and the general public.

Ability to exercise good judgment and discretion in analyzing and resolving both technical and interpersonal problems.

Ability to effectively communicate, both orally and in writing.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Drafting, Engineering, Architecture, Construction Management or related field, five years of experience as a Building Code Inspector or Project Manager in general construction with considerable experience in building, electrical and/or plumbing contracting, and previous supervisory or management experience; or an equivalent combination of education and experience. A valid driver's license is required. Must possess or be eligible for and able to obtain and maintain North Carolina Standard Level III certifications in each area of construction to be enforced.

**This job description does not create an employment contract,
implied or otherwise.**