

Job Title: Building Inspections Director

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OTHER JOB FUNCTIONS

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the principles and practices of building, electrical, plumbing, and mechanical code enforcement.

Thorough knowledge of building and construction principles and practices.

Thorough knowledge of pertinent Federal, State, and Local laws and ordinances regarding building code enforcement.

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

Ability to interpret, explain, and apply policies, procedures, code, 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, subordinates, contractors, builders, and the general public.

Ability to exercise good judgment and discretion in analyzing and resolving both technical and interpersonal problems and to deal firmly and tactfully in enforcement of codes.

Ability to effectively communicate, both orally and in writing.

PHYSICAL REQUIREMENTS

Work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work may include 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

Bachelor's Degree from an accredited college or university in Architecture, Engineering, Construction Management, or related field and five years of management or supervisory experience in the construction or inspections field; or an equivalent combination of education and experience. Prefer previous management experience in a County or Municipal Building Inspections Department. Possession of Standard Level III certifications by the State of North Carolina in the building, electrical, plumbing, and mechanical fields are required. A valid driver's license is required.

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