

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Building Inspections Director
Department: Building Inspections
Revised: October 2021

Class: Professional
FLSA: Exempt

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

GENERAL DESCRIPTION

Responsible professional and administrative work directing all aspects of the Building Inspections Department of Rowan County. This employee is responsible for planning, directing, and organizing the Department and staff and for providing technical and administrative supervision of the building, electrical, plumbing, and mechanical inspection activities of the Department. Enforces the laws, ordinances, and codes relating to the construction and alteration of buildings within the County. Work is performed in accordance with established codes, laws, and regulations; however, considerable independent judgment and technical knowledge are required in making decisions. Work is performed independently under the supervision of the County Manager and is evaluated in terms of the proper interpretation and application of code requirements and laws, the overall effectiveness of the department, property owner satisfaction, 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.)

Directs and coordinates the County's Building Inspections 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.

Plans, supervises, and monitors the work of subordinates; evaluates job performance and completes performance appraisals, and makes final recommendations on hiring, termination, and disciplinary actions involving departmental staff.

Sets goals and internal departmental policies and procedures.

Prepares the annual departmental budget requests and controls budgetary expenditures.

Oversees the process of applications for permits and the issuance of building permits and certificates of occupancy.

Handles customer complaints involving contractors, construction quality and other issues; interprets codes, and advises contractors and property owners on code regulations.

Ensures inspections are completed timely, contractors meet State requirements, and that appropriate re-inspections and corrective actions are taken and/or work stoppage orders are issued as necessary.

Acts as a liaison to other code enforcement agencies and related departments to ensure uniformity in standards and enforcement.

Reviews reports submitted by code enforcement staff.

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Reviews commercial plans submitted for compliance with the North Carolina State Building Codes. This includes all technical codes per section 101.3.2 of the North Carolina Administrative Codes and Policies.

Supervises the preparation of departmental records and periodic reports.

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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, mechanical, and fire 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 is not substantially exposed to adverse environmental conditions or 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.**