

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Senior Building Inspector-Commercial Plan Review
Department: Building Inspections
Revised: October 2021

Class: Technician
FLSA: Non-exempt

This job description supersedes any prior description for the Senior Building Inspector-Commercial Plan Review classification.

GENERAL DESCRIPTION

Skilled work in enforcing compliance with a variety of construction codes and related matters through inspection procedures, plan review, and performance of administrative matters pertaining to code enforcement in the County. Primary focus is on commercial plan review for all trades including Fire, Building, Plumbing, Mechanical and Electrical. This employee acts in a lead worker capacity and provides interpretations and guidance to lower level Building Inspectors. Employees in this class normally work alone in the field or office and are responsible for independent decisions requiring technical discretion and judgment, but general direction is received from the Assistant Building Inspections Director, who reviews work through analysis of reports submitted and 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.)

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 NC Administrative Codes and Policies.

Enforces building, electrical, plumbing, mechanical, fuel gas, accessibility, administrative policies, and fire codes for new construction, renovations, manufactured housing, and occupancy changes.

Assists the public in understanding the various codes and regulations, and in applying for permits, variances, and special use permits.

Assists the Field Inspectors when questions arise concerning North Carolina Building Codes and obtains interpretations from the N.C. Department of Insurance; assists with inspections and any conflicts that may arise within the Field Inspector's jurisdiction.

Maintains records and schedules classes needed by the Inspectors; keeps current records of the status of certifications and levels achieved by the Inspectors.

Monitors the daily total inspections scheduled and assigned to Inspectors and ensures they are completed timely.

Assists office staff with scheduling of inspections.

Talks with a wide variety of people by telephone and in person on a wide variety of code enforcement matters; resolves these contacts in the best interest of the County.

Performs mandated inspections for Alcohol Beverage Control permits, day cares, foster homes, and assisted living facilities.

Maintains a variety of records; prepares a variety of 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

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

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

Ability to detect structural and other faults and to appraise the quality of construction.

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

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

Ability to coordinate work assignments with other individuals.

Considerable ability to communicate effectively in person and by telephone.

Ability to exercise judgment and discretion in analyzing and resolving employee problems.

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, or related field and two years of experience as a Building Inspector or Project Manager in general construction with considerable experience in building, electrical, plumbing, mechanical, and fire; or an equivalent combination of education and experience. Must possess North Carolina Standard Level III certifications in Building, Electrical, Mechanical, Plumbing, and Fire. A valid driver's license is required.

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