

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Building Inspector  
**Department**: Building Inspections  
**Revised** : June 2015

**Class** : Technician  
**FLSA** : Non-exempt

*This job description supersedes any prior description for the Building Inspector classification.*

**GENERAL DESCRIPTION**

Skilled work in enforcing compliance with a variety of construction codes and related matters through inspection procedures, as well as performance of administrative matters pertaining to code enforcement in the County. Employees in this class normally work alone in the field 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.)

Inspects various structures for conformation to building, electrical, plumbing, mechanical, and fire codes; schedules inspections to ensure the most economical routing with regard to time and travel; gives verbal or written approval of structures which comply; issues stop work orders if not in compliance and instructs contractor or property owner as to necessary work to correct problem.

Enforces day-care center regulations and mobile home installation regulations.

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

Answers telephone calls from the public requesting information concerning building, electrical, plumbing, mechanical, and fire codes.

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.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the various construction codes to be enforced and the 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 detect structural and other faults and to appraise the quality of construction.

**Job Title:** Building Inspector  
**Page** : 2

Ability to obtain and maintain Standard Level I certifications in all five (5) construction trade areas and Standard Level II certifications in each area of construction to be enforced.

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.

### **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**

Graduation from high school and considerable experience in building, electrical, and/or plumbing contracting supplemented by community college level courses in blueprint reading, structural design, civil, electrical and heating, ventilating, and air conditioning engineering technology. A valid driver's license is required. Must possess or be eligible for and able to obtain North Carolina Standard Level I certifications in all five (5) construction trade areas and Standard Level II certifications in each area of construction to be enforced within timeframes established by the North Carolina Qualification Board and departmental management.

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