

## **ASHE COUNTY JOB DESCRIPTION**

### **JOB TITLE: BUILDING CODES INSPECTOR (I, II, III, IV) INSPECTIONS DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled inspection work in securing compliance with established codes governing one or more of the following areas of the building trades: electrical, fire, building (construction and energy), mechanical, and plumbing. Work involves inspecting a variety of electrical installations for quality of workmanship, materials and safety precautions; interpretation, application and enforcement of rules and regulations relating to the construction of new buildings and the repair of existing buildings; and interpretation, application and enforcement of rules and regulations relating to plumbing and mechanical installation in new and existing buildings. Employee is also responsible for enforcing the fire code, inspecting buildings and facilities for electrical and fire hazards, and reviewing plans and specifications for new construction. Employee must check plans and specifications for proposed installation to ensure the codes and ordinances have been followed, but must exercise independent judgment in applying these standards to a variety of work situations. Employee must exercise considerable tact, courtesy and firmness in dealing with property owners, architects, engineers, developers, contractors, the general public, etc. Reports to the County Manager.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Inspects buildings in the process of construction, alteration or repair for compliance with building code requirements, approved plans, and construction and safety practices; examines plot plans, structural framing, insulation installation, and general arrangement of building facilities for quality of design, materials and workmanship.

Inspects electrical installations and facilities for compliance with code requirements; checks plans and specifications for the proper installation and connections of fixtures; investigates complaints concerning buildings that may not comply with electrical codes.

Inspects heating and air conditioning systems of building structures; reviews newly issued building permits along with plans and specifications for proper heating, air conditioning, and ventilation systems; assists and advises contractors and others regarding pertinent regulations.

Inspects plumbing systems of building structures; reviews newly issued building permits along with plans and specifications for proper plumbing systems; assists and advises contractors and others regarding pertinent regulations.

Inspects new and existing residences, businesses, schools and other buildings for conformance with safety standards, zoning codes and ordinances; inspects mobile homes and mobile home parks for adherence to applicable zoning codes and ordinances; issues inspection certificates for approved installation.

## **BUILDING CODES INSPECTOR (I, II, III, IV)**

Attends desk to receive and answer inquiries concerning planning, inspections and permit procedures; receives and pursues complaints alleging code or zoning violations, performing inspections as necessary; reviews building plan specifications and sewer disposal permits; issues building permits and certificates of occupancy, as appropriate.

Enforces state and local building and zoning codes, issuing stop-work orders and pursuing other legal remedies, as necessary, to stop violations; testifies in court, as necessary.

Maintains all necessary reports and records pertaining to inspections and code enforcement work

Attends and participates in meetings, and/or prepares correspondence, with builders and contractors to advise them of code changes and violations at construction sites.

Reviews and studies building code regulations to stay informed of changes in building codes and ordinances; completes necessary classes to maintain required inspection certification.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school, supplemented by special training in building inspection, and some experience in residential and/or commercial electrical building, mechanical or plumbing construction work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a certificate from the North Carolina Code Officials Qualification Board at a level specified by the County and State for area(s) of inspection.

### **AREAS OF CERTIFICATION**

Electrical, building (includes energy insulation), mechanical and plumbing.

### **CLASS LEVELS**

(Limited certification applies only to employees currently in position. New employees must hold stated certification.)

**Building Codes Inspector I** - Probationary, Limited or Standard Level I in any area.

**Building Codes Inspector II** - Standard certification in at least 2 areas ~~with~~ at least 1 certification at Level II.  
or

## BUILDING CODES INSPECTOR (I, II, III, IV)

**Building Codes Inspector III** --Standard certification in at least 3 areas ~~with~~ <sup>or</sup> at least 1 certification at Level III.

**Building Codes Inspector IV** - Standard Level III certification in 4 areas.

### KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of modern building, plumbing, electrical and mechanical construction practices, materials and equipment of the various stages of construction when violations and defects should be observed and corrected.

Considerable knowledge of state and local ordinances and codes administered through the Inspections Department applicable to the inspector's area of certification.

Considerable knowledge of the approved methods and practices involved in the installation, construction, repair and maintenance of a variety of electrical and mechanical equipment. Has a working knowledge of the geographical layout of the County.

Ability to detect and locate defective workmanship in construction or repair of buildings. Is able to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to deal tactfully and firmly with property owners, architects, engineers, developers, contractors, the general public, etc.

Ability to physically maneuver on scaffolds, structural members and in cramped quarters to accomplish thorough inspections. Is able to establish and maintain effective working relationships as necessitated by work assignments.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including adding machines, typewriters, copiers, levels, measuring gauges, laser transits, electrical diagnostic equipment, two-way radios, soil probes, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are of those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

## BUILDING CODES INSPECTOR (I, II, III, IV)

**Language Ability:** Requires the ability to read a variety of reports, correspondence, permits, applications, diagrams, etc. Requires the ability to prepare correspondence, reports, forms, permits, architectural reports, code explanations, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, architectural and construction terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.