

# BUILDING PERMITTING AND INSPECTIONS DIRECTOR

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Position Code: 3711  
WC Code: 9410  
FLSA Status: Exempt  
Pay Grade: 364  
Location: One Mooresville Center  
Approval Date: 2022

## **General Statement of Duties**

Performs complex professional and management work planning, organizing, and directing the enforcement of NC General Statutes related to building codes and the NC Building Codes within the Town and ETJ. The position requires high-level management experience with the ability to work within the Council-Manager form of local government respecting the honorable positions of elected officials and the responsibilities of the Town Manager.

## **Distinguishing Features of the Class**

An employee in this class directs the permits and inspections staff to provide consolidated efficient, and effective construction quality for the town. Work involves performing or overseeing functions of staff, budget planning, and administration coordination with the construction industry and other town departments. Work may subject the employee to environmental conditions including working in both inside and outside environments, extreme temperatures, and construction noise and hazards. Work is performed under the general supervision of the Assistant Town Manager and is evaluated through conferences, review of records for quality of overall construction within the Town and ETJ, relationship with the building community, and for acceptance of the general community.

## **Duties and Responsibilities**

Plans, organizes, and directs the work of the department to provide timely, thorough and effective response to the construction industry within the Town and ETJ.

- Establishes a vision of excellence of service and quality and communicates that to staff.
- Creates effective work relationships with the local construction industry that results in mutual respect and cooperation.
- Manages and participates in the review of plans and specifications to ensure compliance with the NC Building Codes.
- Makes field visits to observe and collaborate with staff, meet construction industry officials, and the public within the Town.
- Hires, trains, develops, provides performance coaching and evaluation to create a highly skilled

and motivated staff; plans for future staffing needs.

Develops strategies, designs or other activities to support town and departmental goals and guidelines.

Researches issues, prepares reports; advises management, construction industry, elected officials and others on related matters.

Supervises and insures the development and maintenance of effective, efficient and modern record processing and storage methods for the work unit.

Supervises department staff.

Supervises the provision of effective customer services in the department.  
Prepares, plans, and administers budget for the work unit.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of related laws, ordinances, NC State Codes and regulations affecting building construction within the Town and ETJ.

Considerable knowledge of effective supervisory practices related to communication, motivation, performance coaching, and evaluation.

Considerable knowledge of municipal personnel, budgeting, and purchasing policies and practices.

Ability to read and interpret laws, codes, ordinances, plans, specifications, and blueprints and to compare and interpret them with various aspects of the construction in progress.

Ability to resolve conflict in a way that protects working relationships and creates commitment to follow resolution strategy in those affected.

Ability to establish effective working relationships with public officials, engineers, contractors, developers, construction workers, the general public and other employees.

Ability to anticipate and plan for varying workload within the department.

Ability to prepare and conduct effective public presentations; and to read and prepare records and reports.

## **Physical Requirements**

Must be able to physically perform the basic life operational support functions of standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics operate a computer terminal, proofread materials and do extensive reading.

## **Minimum Education and Experience**

Bachelor's degree in business administration, architecture, building construction, or related field and seven to ten years of experience in construction, building management, and/or maintenance and supervision; any combination of education and experience equivalent to graduation from an accredited college or university

## **Special Requirements**

- Possession of a valid NC driver's license
- Standard certifications at Standard Level III in all inspection areas