

Senior Building Code Official

Position Code: 3713

WC Code: 9 4 1 0

FLSA Status: Non-Exempt

Pay Grade: 357

Location: One Mooresville Center

Approval Date: 2 0 2 3

General Statement of Duties

This position reports to the Deputy Building Permitting & Inspections Director and leads and supervises the daily activities of the inspection staff. Works with the design community and contractors to solve complex projects to comply with codes and other regulations. This position is responsible for serving as a leader and is responsible for information sharing of code changes, oversight, delegation, and implementation of projects/plans according to codes and regulations.

Distinguishing Features of the Class

An employee in this class could supervise, manage, and provide oversight to inspection staff. Provide input on plan review, permitting and inspection process.

Duties and Responsibilities

Assist staff with complex inspections issues including providing technical advice and direction.

Perform inspections and plan review when needed.

Provide on-site technical assistance to field team members and customers.

Work with other departments and agencies to coordinate workflow and assignments.

Conduct quality checks to include reviewing work of staff, maintaining staff records, and conducting periodic customer service checks.

Participate in team planning for the section to include area assignments, staffing, equipment needs.

Performs other tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

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

Knowledge of effective supervisory practices related to communication, motivation,

performance coaching, and evaluation.

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.

Customer service skills to resolve conflicts and protect working relationships.

Knowledge of inspection and plan review procedures.

Ability to lead and evaluate staff.

Ability to delegate, assign and monitor work.

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 be able to stoop, crawl and kneel to perform duties.

Must be able to ascend and descend a ladder to perform duties.

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

Must be able to work outdoors exposed to weather.

Minimum Education and Experience

Bachelor's degree in architecture, engineering, building construction, or related field and four to six years of experience in construction, building management, and/or maintenance with one year of supervisory experience or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid NC driver's license
- Standard certifications at Standard Level III in 1 trade within 1 year; and the ability to obtain Level II in the remaining 3 trades within 2 years (Fire is not required).