

Building Code Official I

Position Code: 70/71

WC Code: 9 4 1 0

FLSA Status: Non-Exempt

Pay Grade: 353

Location: One Mooresville Center

Approval Date:

General Statement of Duties

Inspection of small commercial and residential properties to ensure compliance with building, electrical, mechanical, plumbing and/or other codes.

Distinguishing Features of the Class

An employee in this class is responsible for performing site inspections, reviewing plans, approving construction documents and/or issuing permits.

Duties and Responsibilities

Inspections on small commercial and residential projects, ensuring compliance with applicable codes.

Issue notices of violations, including stop work orders and follows-up to ensure issue has been addressed.

Investigate complaints about potential code violations or in response to a specific incident.

Meet with architects, engineers, contractors, and other individuals throughout the course of the design and construction of projects.

Prepare and analyze inspection reports to include collecting data and writing reports.

Provide advice to design professionals, homeowners, the general public and contractors regarding code compliance, applicable procedures, and other related issues.

If applicable, provide office support; may include answering phones, replying to emails, in person interactions.

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.

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.

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

Associate's degree in architecture, engineering, building construction, or related field and one to two years of experience in construction, building management, and/or maintenance; or an equivalent combination of education and experience.

Special Requirements

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