

# DEPUTY BUILDING PERMITTING AND INSPECTIONS DIRECTOR

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Position Code: 44  
WC Code: 9 4 1 0  
FLSA Status: Exempt  
Pay Grade: 360  
Location: One Mooresville Center  
Approval Date: 2023

## General Statement of Duties

Manages and supervises the administration of code enforcement functions of Building Permitting and Inspections staff in order to effectively and efficiently enforce the NC General Statutes related to building codes and the NC Building Codes within the Town and ETJ. Works with staff and professional design community, handling more complex consultations, investigations, evaluations, planning and determination of life safety impacts of work processes. The Deputy Building & Permitting Director is responsible for serving as a leader and is responsible for project management oversight, delegation, the review of projects/plans according to codes and regulations.

## 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 Building Permitting & Inspections Director 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

Provide broad support to the Building Permitting & Inspections Director, including assumption of duties and responsibilities in the Director's absence.

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.

Solve complex code interpretation issues

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.

Provide technical guidance and advice regarding applicable code enforcement regulations to Architects, Professional Engineers, Contractors, the general public, and/or other interested parties in person, over the phone, or in writing

Research 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 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.

### **Minimum Education and Experience**

Bachelor's degree in architecture, engineering, building construction, or related field and five to seven years of experience in construction, building management, and/or maintenance with one to three years 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 one trade and the ability to obtain Level III in the remaining 3 trades within 2 years (Fire is not required).