

JOB TITLE: Assistant Director of Inspections

BIP/2

DEPARTMENT: Building Inspections and Planning, Rutherford County

JOB SUMMARY: This position is responsible for assisting in the direction of building inspections for the county.

MAJOR DUTIES:

- o Performs inspections to enforce state building codes and local ordinances for building, plumbing, electrical, and mechanical set up of mobile homes.
- o Supervises, trains, and advises building inspectors.
- o Issues building permits; maintains records and reports.
- o Responds to questions concerning building codes and regulations.
- o Attends conferences and seminars to remain current on trends and changes in field.
- o Serves on Emergency Management Committee.
- o Maintains reports and records pertaining to inspections and code enforcement.
- o Attends home building meetings.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern building, plumbing, mechanical, and electrical construction, practices, materials, and equipment.
- o Knowledge of state building, erosion control, and environmental regulations.
- o Knowledge of county geography and the location of housing developments and subdivisions.
- o Knowledge of county and department policies and procedures.
- o Skill in management and supervision.
- o Skill in reading and interpreting blueprints, maps, and aerial photographs.
- o Skill in conducting building inspections.

- o Skill in the detection of building defects, irregularities, and violations.
- o Skill in public relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Director assigns work in terms of department goals and objectives. Work is reviewed through conferences, reports, and observation of department operations.

**GUIDELINES:** Guidelines include relevant state laws, building and zoning codes, county ordinances, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied technical and administrative duties concerning building inspection and planning issues. Inclement weather conditions contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to assist in the direction of building inspections for the county. Successful performance helps ensure that construction in the county meets established standards of quality and safety and sets trends for future growth.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, representatives of area local governments, general and subcontractors, civic and community group representatives, non-profit agency representatives, property owners, developers, surveyors, local and state elected officials, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, resolve problems, and to motivate people.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, and must distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office or on site, occasionally outdoors in cold or inclement weather. The employee may be exposed to much noise, dust, dirt, grease, and machinery with moving parts and may require the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Building Inspector (4).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain the appropriate state certification for the type of inspections conducted.