

JOB TITLE: Building Inspector

BIP/3

DEPARTMENT: Building Inspections and Planning, Rutherford County

JOB SUMMARY: This position is responsible for performing building and fire inspections for the county. An incumbent in this position may be designated as Senior Building Inspector.

MAJOR DUTIES:

- o Inspects building under construction, alteration, or repair for compliance with state and county building codes, fire codes, and ordinances.
- o Inspects for compliance with building, electrical, plumbing, fire prevention, manufactured homes, and mechanical codes.
- o Notifies responsible parties of defects; issues stop work orders; re-inspects when violation has been corrected.
- o Inspects new and existing residences, businesses, schools, day cares, and other buildings for conformity with safety standards and ordinances.
- o Inspects mobile homes for adherence to applicable codes and ordinances.
- o Issues inspection certificates for approved installation.
- o Maintains records of inspections and code enforcement.
- o Reviews building plans, blueprints, and specifications and receives applications for permits; issues building permits, fire permits, and certificates of occupancy.
- o Interprets code regulations for contractors.
- o Responds to citizen complaints concerning contractors, construction quality, or other issues.
- o Performs fire safety inspections of all commercial buildings; performs fire and electrical inspections for all school buildings.
- 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 local, state, and federal fire prevention codes.
- o Knowledge of county geography and the location of housing developments and subdivisions.
- o Knowledge of state and county building codes and fire prevention ordinances.
- o Knowledge of county and department policies and procedures.
- o Skill in reading and interpreting blueprints, maps, and aerial photographs.
- o Skill in conducting building and fire 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 or Assistant Director assigns work in terms of general or very general instructions. The supervisor spot checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include relevant state laws, building and fire 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 duties in the performance of building and fire prevention inspections. Inclement weather conditions contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to perform building and fire prevention inspections for the county. Successful performance helps ensure that construction in the county meets established standards of quality and safety.

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, and resolve problems.

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: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 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.