

Building Inspector II

Human Resources Department

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City of Sanford Position Announcement

Equal Opportunity Employer

Position: Building Inspector II Posting No.: INSP-10-17

Department: Inspections

Starting Salary: \$46,462.61 per year earned and paid on a bi-weekly basis

Closing Date: Open until filled

Description of Work/Duties: • Performing building inspections; enforcing related codes; maintaining records and files; preparing reports. • Performs field inspections and re-inspections of residential, commercial, industrial and public facilities construction and existing structures for compliance with building, plumbing, electrical and mechanical codes. • Prepares reports and correspondence; maintains records regarding inspections; enters inspections into computer. • Attends meetings with builders, architects, engineers and the general public; confers with contractors, owners, staff and State officials on code compliance matters and interpretations. • Receives and responds to inquiries and complaints in regard to defective construction and the minimum housing code. • Reviews plans for compliance with State building codes and City ordinances; issues permits. • Issues warnings, stop work orders and/or condemnation for noncompliance; testifies in court as necessary. • Issues certificates of occupancy. • Performs related tasks as required.

Knowledge, Skills and Abilities: Thorough knowledge of State building and related codes, and local ordinances; thorough knowledge in reading and interpreting plans, specifications and blueprints accurately and to compare them with construction in process; thorough knowledge in the use of permitting and mobile inspection software; thorough knowledge in preparing correspondence, documents and reports; thorough knowledge in the use of standard office equipment and associated software; thorough knowledge in the use of equipment associated with the position; ability to communicate effectively, both orally and in writing; ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to establish and maintain effective working relationships with associates, business owners, builders, engineers, architects, elected officials and the general public.

Education and Experience: Any combination of education and experience equivalent to graduation from high school and moderate experience in the building construction trade. Possession of a valid North Carolina driver's license upon hire. Obtain North Carolina Standard Certificate Level II Building, Electrical, and Mechanical and Plumbing Inspector certifications within two years of employment. Must meet and maintain all certification, license and training requirements for position.