

City of Sanford Position Announcement
Equal Opportunity Employer

Position: Field Superintendent
Posting No: INSP-04-19

Department: Inspections
Starting salary: \$80,000- \$85,000 (DOQ) per year earned and paid on a bi-weekly basis
Closing Date: Open until filled

Description of Work/Duties

- Plans, coordinates, supervises, and participates in the building, electrical, mechanical and plumbing inspection activities with responsibility for enforcing the laws, ordinances and codes relating to the construction and alteration of buildings within the City
- 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 • Assists with the recruitment and selection of division personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions to the Inspections Administrator. • Answers questions and responds to inquiries from private citizens, contractors and builders. • Receives and investigates complaints pertaining to inspection activities, takes appropriate action; prepares evidence and testifies in court on code violations
- Oversees building permit issuance and reviews all major permit applications; verifies calculations, permit fees and related permit information
- Reviews plans for compliance with codes; issues certificates of occupancy. • Assist with the development of long-range plans for the division
- Prepares a variety of reports and correspondence on inspection and code compliance matters; maintains records and files
- Performs related tasks as required.

Knowledge, Skills, and Abilities: Thorough knowledge of the principles and practices of building, electrical, plumbing and mechanical code enforcement; thorough knowledge of building, construction, engineering and structural engineering principles and practices; thorough knowledge of State building and related codes, laws and ordinances and practices, policies, rules and regulations; thorough knowledge in reading and interpreting plans, specifications and blueprints accurately and to compare them with construction in process; 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 permitting and mobile inspection software; ability to plan and supervise the work of subordinates; ability to present facts and recommendations effectively in oral and written form; ability to deal firmly and tactfully in enforcing ordinances and codes; ability to establish and maintain effective relationships with associates, contractors, consultants, engineers, architects, government officials and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school and considerable experience in the building construction trade.

Possession of a valid North Carolina driver's license upon hire.

Possession of North Carolina Standard Certificate Level III Building, Electrical, Mechanical and Plumbing Inspector certifications upon hire.

Must meet and maintain all certification, license and training requirements for position.

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