

**Subject**

Building Inspector I (Edgecombe County)

**Message**

SALARY RANGE: \$34,233 - \$56,201

OPENING DATE: Sunday, September 16, 2018

CLOSING DATE: Open until filled DEFINITION:

This position is responsible for inspecting permitted issued sites to ensure that residential and commercial structures are in compliance with the NC Building Codes and County Ordinances.

REPORTS TO: Director of Planning, Inspections & E-911 Addressing Department

**JOB REQUIREMENTS:** • Performs inspections of residential, commercial and industrial building projects for compliance with North Carolina building, electrical, plumbing or mechanical codes. • Enforcing minimum housing and FEMA/flood plain and other ordinances as assigned, • Responds to citizen complaints; notifies citizens and contractors of minimum code regulations. • Reviews architectural plans and figures permit costs. • Notifies appropriate parties of defects. • Advises contractors in applying code regulations. • Approves certificates of occupancy. • Checks minimum housing code complaints. • Issues stop work orders. • Checks and verifies contractor license numbers. **HOURS:** M-F (8:00-5:00 p.m.)

**KNOWLEDGE, SKILLS, & ABILITIES** • Knowledge of building, electrical, plumbing, or mechanical codes • Knowledge of building inspection policies and procedures • Knowledge of County ordinances • Knowledge of construction materials, methods, and standards. • Skill in the interpretation and application of local and state polices, codes, and laws. • Skill in analyzing problems and identifying solutions. • Skill in preparing clear and accurate reports. • Skill in establishing cooperative and productive working relationships. • Skill in performing mathematical calculations. • Skill in operating computers and other standard office equipment. • Skill in interpersonal relations. • Skill in oral and written communication.

**EDUCATION AND EXPERIENCE** • High school diploma or GED and extensive experience working with local building code enforcement including electrical, plumbing, building and mechanical inspection, or equivalent combination of education and experience. Interested candidates must complete and submit an Edgecombe County Application Form.

The application may be obtained online at [www.edgecombecountync.gov/](http://www.edgecombecountync.gov/) or applications available at the County Manager's Office, 201 St. Andrew Street RM 402, Tarboro, NC 27886. Send application to: Edgecombe County Human Resources Director, Attention: Stacey Booth, Human Resources Director, P. O. Box 10, Tarboro, NC 27886. Edgecombe County Government is an Equal Opportunity/Affirmative Action Entity and complies with the requirements of the Americans with Disabilities Act. Drug, E-Verify & Criminal background