



**TOWN OF CHAPEL HILL**  
invites applications for the position of:  
**SENIOR INSPECTOR**

An Equal Opportunity Employer

**SALARY**

<u>Hourly</u>	<u>Biweekly</u>	<u>Annually</u>
\$26.28 - \$34.82	\$2,102.35 - \$2,785.31	\$54,661.00 - \$72,418.00

**OPENING DATE:** 02/23/23**CLOSING DATE:** Continuous**SUMMARY:**

**We are looking for a friendly, well-rounded, knowledgeable candidate with a positive attitude that can fulfill the needs of the department as the workload dictates.**

The purpose of this position is to provide inspections and other services for situations and projects, existing and under construction, within the jurisdictional boundaries of the Town of Chapel Hill. Inspections are for both residential and complex commercial structures to ensure that the work meets all applicable and current national, state and local code standards and ordinances.

**Hiring Range:** \$54,661.00 - \$72,418.00 Annually

**Potential Salary Range:** \$54,661.00 - \$90,174.00

**Potential Additional Skills Based Pay Stipend:** Up to \$15,000

**This position is non-exempt. This classification has been designated as Safety Sensitive and is subject to random drug and alcohol testing.**

**This position is driving essential and must conform to the requirements of the Town's Accident and Safe Driving procedures.**

**ESSENTIAL FUNCTIONS**

- Conducts inspections of residential and commercial properties and structures to verify that all work complies with applicable national, state, and local codes standards.
- Reviews and interprets plans, specifications and manuals against the building code, informing applicants of all code violations verified during inspections, updating the computer system in a professional and easily understandable manner.
- Participates in construction meetings with contractors, others as needed
- Performs basic administrative duties such as responding to and sending emails, phone calls and meeting with citizens in a timely manner, while demonstrating great customer service and Town's

RESPECT values to maintain great working relationships with a focus on problem resolution.

- Issues citations for non-permitted work, orders and certificates as necessary.
- Conducts property assessments after inclement weather events.
- Performs other duties as assigned and within work plan.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of and ability to apply**

- North Carolina Building Codes. The ideal candidate would have knowledge of all trade codes as well.
- Relevant and applicable local ordinances and NC General Statutes.
- Methods and practices utilized in the building trade
- Great Customer Service delivery practices

### **Ability to**

- Operate gauge reading equipment and other testing and measurement instruments.
- Read, comprehend, and interpret construction drawings and other technical specifications.
- Work accurately and independently with little direction while managing time wisely and effectively.
- Exercise good judgement and make sound decisions.
- Establish and maintain cooperative and effective working relationships inside and outside of the organization, effectively facilitating problem resolution.
- Communicate and express thoughts clearly and concisely, communicating effectively both orally and in writing.
- Maintain detailed records and prepare reports based on inspections performed daily.
- Obtain and maintain certifications received.
- Model behaviors that are consistent with our values of RESPECT.

### **Supervision Exercised**

Technical supervision of other certified staff or apprentices may be requested for training purposes.

### **Physical Demands**

- The work is typically performed while standing, walking, crawling, bending, climbing, crouching, or stooping. The employee uses equipment requiring a high degree of dexterity and must be able to lift and/or move objects up to 50 pounds.
- Voice communication is required for expressing or exchanging ideas by means of spoken word and conveying detailed information.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or make fine distinctions in sound.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surrounds and activities.

### **Education & Experience**

A high school diploma or equivalent. At least four (4) years of public sector experience in construction enforcement or a related field

and in extreme temperatures.

### **Work Environment**

The work is typically performed out in the field on construction sites, areas of limited mobility

## **SUPPLEMENTAL INFORMATION**

### **Senior Inspector Certifications**

- Ideal candidate will possess active and current standard Level 3 in Mechanical and Electrical and the possession of or ability to obtain certifications in Building and Plumbing if necessary.
- Candidates will be considered if they possess Standard Level 2 certification in Mechanical and Electrical with the ability to secure probationary Level 3 certificates upon hire and the ability to secure additional certifications in other trades as necessary.
- Candidates may be considered if they can produce prequalification letter(s) from NCDOT indicating that certificates can be secured in at least Mechanical and Electrical Level 3.
- There is an expectation that the candidate is willing to secure additional career certifications in other trade(s) as necessary.

**Other Licenses/Certifications**

The possession of or the ability to readily obtain a valid driver's license issued by the State of North Carolina.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.townofchapelhill.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

405 Martin Luther King Jr blvd

Chapel Hill, NC 27514

(919) 968-2700

[hr@townofchapelhill.org](mailto:hr@townofchapelhill.org)

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Job #22/23-01639

SENIOR INSPECTOR

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