



JOB ANNOUNCEMENT
EDGECOMBE COUNTY GOVERNMENT
Invites applications for the position of:

BUILDING INSPECTOR

Posted Internal, NC Workforce Solutions, County Website

OPENING DATE: Sunday, March 19, 2017

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 and
- Minimum level II standard certifications in building, plumbing, electrical and mechanical trades required. Level III standard certifications in building, plumbing, mechanical, and electrical preferred.
- Level III standard certifications required in building, plumbing, electrical and mechanical within 2 years of hire.

Interested candidates must complete and submit an Edgecombe County Application Form. The application may be obtained online at www.edgecombecountync.gov/ or applications available at the County Manager's Office, 201 St. Andrews Street RM, Tarboro, NC 27886. Send application to: Edgecombe County Human Resources Department, Attention: Clancie Pullen, 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