

CODE INSPECTORS (I, II, III, Senior & Master)

General Statement of Duties

Performs skilled inspections work to ensure compliance of Town buildings and property with proper building and zoning ordinances.

Distinguishing Features of the Class

An employee in this class is responsible for the issuance of permits; the inspection in one or more of the following areas: electrical, building, mechanical, and plumbing. Work involves interpretation, application, and enforcement of rules and regulations relating to the construction of new buildings and the repair of existing buildings. The employee works daily with contractors in enforcing the State Building code, inspecting buildings and facilities, and reviewing plans and specification for new construction. Tact, courtesy, and firmness must be exercised in dealing with contractors, property owners, and the general public. Work subjects the employees to inside and outside environmental conditions; extremes in temperature; hazards associated with construction work; and may require one to work in close quarters, crawl spaces, and similar enclosed spaces. Work is performed under the general supervision of the Code Inspections Supervisor and is evaluated based on periodic conferences, review of inspection reports, and through contractor and public reactions.

Essential Duties and Illustrative Examples of Work

Inspects buildings in the process of construction, alteration, or repair for compliance with State Code requirements in one or more trades areas; inspects for plan compliance and construction and safety practices; assures quality of design, materials, and work quality.

Reviews site plan, blue prints, and specifications and receives applications for permits.

Advises contractors in interpreting and applying code regulations.

Attends desk to receive and answer inquiries concerning inspections and permit procedures; receives and pursues complaints alleging code violations.

Issues building permits and certificates of occupancy.

Maintains records of inspections and prepares necessary reports for the Fire Marshal.

Notifies responsible parties of defects and reinspects to determine if corrective actions have been taken; issues stop work orders.

Assists Fire Marshal in inspections of building and facilities for conformance with state and local zoning ordinances and in investigations of fires for which origin is not otherwise easily determined.

May enforce other Town ordinances.

May perform minimum housing inspections.

Performs related duties as required.

Knowledge, Skills, and Abilities

Considerable knowledge of State building codes and local laws, and the Town's minimum housing code.

Considerable knowledge of construction and system installation procedures in electricity, plumbing, heating, and/or air conditioning.

Considerable knowledge of the approved methods and practices involved in the installation, construction, repair and maintenance of buildings.

Skill in the interpretation of codes and ordinances and their application to specific situations.

Skill in reading and interpreting plans and specifications.

Able to detect and locate defective work in construction or repair of buildings.

Ability to establish and maintain effective working relationships with contractors, property owners, and the public.

Ability to enforce regulations tactfully and firmly.

Working Conditions and Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing pulling, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to do extensive reading, use measurement devices, and perform building inspection tasks.

Desirable Education and Experience

Graduation from high school and some experience in the building construction industry and enforcement of code standards; or an equivalent combination of education and experience.

Possession of a valid North Carolina driver's license.

Special Requirements

Refer to the Code Inspector Career Ladder

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2024

Code Inspector Career Ladder

The purpose of this section is to provide employees a guide for job classifications as it relates to certifications obtained.

Salary increases will be recognized at a 2.5% increase for each probationary certification received. No more than 5% will be granted in a 12-month period.

Once the last certification is obtained for next job classification in the career ladder, the salary increase will be a 5% promotion increases versus the 2.5% increase for completing the certification.

Classification	Criteria
Code Inspector I	Required Certifications: State certification as a Building Inspector in one or more of the appropriate trade areas at Level I (Building, Electrical, Plumbing, or Mechanical) or obtained within initial probationary period.
Code Inspector II	Required Certifications: State certification as a Building Inspector in one or more of the appropriate trade areas at Level II (Building, Electrical, Plumbing, or Mechanical)
Code Inspector III	Required Certifications: State certification as a Building Inspector and one of the appropriate trade areas at Level III (Building, Electrical, Plumbing, or Mechanical).
Senior Code Inspector	Required Certifications: State certification as a Building Inspector and in at least two of the appropriate trade areas at Level III (Building, Electrical, Plumbing, or Mechanical). Additional Responsibilities: Serves as the lead Development Plan Reviewer, as needed.
Master Code Inspector	Required Certifications: State certification as a Building Inspector and in at least four of the appropriate trade areas at Level III (Building, Electrical, Plumbing, or Mechanical). Additional Responsibilities: Serves as the lead Development Plan Reviewer, as needed.