



## **BUILDING CODES ADMINISTRATOR**

### General Statement of Duties

Performs difficult, technical and administrative work in directing the enforcement of building, electrical, plumbing, mechanical and fire code regulations in residential, commercial, school, and mobile homes and pre-fabricated construction.

### Distinguishing Features of the Class

Work includes technical and administrative supervision of the building, electrical, plumbing, mechanical, and fire inspection activities with responsibility for enforcing the laws, ordinances and codes relating to the construction and alteration of buildings within the County. Work includes technical code enforcement involved in reviewing building plans, administering federal flood plain regulations, CAMA regulations and approving all permits, and conducts quality control re-inspections to resolve problems. Work is performed in accordance with established codes, laws and regulations, but considerable independent judgment and technical knowledge are required in making decisions. Significant public contact is involved in working with State Department of Insurance, Board of Education, other County Departments, builders, contractors and the general public. Considerable tact and firmness must be exercised in enforcement duties. Work is performed under general supervision of the Planning and Development Director and is evaluated through consultations, by review of reports, and property owner satisfaction.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Exercises direct supervision over technical and clerical staff; provides technical advice and assistance to developers, contractors, department heads, inspectors and the general public.
- Plans on short and long term basis for code enforcement operations; sets goals and recommends internal department policies and procedures; plans, projects, and implements technology and other structural systems.
- Develops and recommends annual budget covering staffing, technology, equipment and supplies to support response to total inspections workload demands.
- Reviews site plans, blue prints and specifications for compliance with State and County building codes, and for compliance with federal flood plan control regulations; signs applications and maintains records for federal audits; conducts re-inspections for quality control; may on occasion conduct Level III inspections as needed.

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- Oversees process of applications for permits and issuance of building permits and certificates of occupancy.
- Handles customer complaints on contractors, construction quality and other issues; interprets codes, and advises contractors and property owners on code regulations.
- Works with architects, builders and engineers to assure compliance with building codes.
- Evaluates the work performance of subordinates, conducts performance reviews and counsels employees as needed.
- Trains and evaluates staff on inspections and work ethics to ensure that they work effectively with the general public, customers, builders, contractors and all staff.
- Ensures that inspections are completed in a timely manner.
- Serves as damage assessment site coordinator for damage following hurricanes and other acts of nature.
- Maintains records of inspections performed.
- Performs Level III inspections and assist other municipalities with Level I, II and III inspections, including plan review.
- Prepares a variety of reports and correspondence on inspection and code compliance matters.
- Recommends judicial actions and testifies in court against violators of state building code.
- Prepares a variety of written correspondence and reports.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of building, electrical, plumbing, mechanical and fire code enforcement.
- Thorough knowledge of building and construction principles and practices.
- Thorough knowledge of pertinent federal, state and local laws regarding building codes enforcement.
- Ability to plan, direct and coordinate the various stages of inspections services.
- Ability to supervise the work of technical code enforcement staff, including effective communication and motivation.
- Ability to present facts and recommendation effectively in oral and written form.
- Ability to deal firmly and tactfully in enforcement.
- Ability to establish and maintain harmonious relationships with staff, other department heads, County and state officials, architects, contractors, builders, and the general public.

### Physical Requirements

- Work requires the occasional exertion of up to 25 pounds of force.
- Work regularly requires speaking or hearing, frequently requires using hands to finger handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to the risk of electrical shock.
- Work is generally in a loud noisy location (e.g. heavy traffic, large earth-moving equipment).

### Desirable Education and Experience

Graduation from high school and extensive experience in construction trades work, including significant supervisory experience; or any equivalent combination of education and experience.

### Special Requirements

Possession of N.C. Level III Standard Certifications in building, mechanical, electrical, plumbing, and fire inspector trades upon hire.

Possession of N.C. CAMA Officer Certification within one year of employment.

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

Carteret County  
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Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various

personnel actions and can assist management in making legal and defensible personnel decisions.