

BUILDING CODES ADMINISTRATOR

Town of North Topsail Beach

Full Time Salary Range: \$50,103-77,660 Annually + Benefits

Posted Date: 10/04/2021

Closing Date: Open Until Filled

Town of North Topsail Beach is looking for a Building Codes Administrator to perform difficult technical inspections work of Town buildings and property to ensure compliance with State and local building codes and ordinances.

Knowledge, Skill and Abilities

- Examines site plans, blueprints, and other specifications to become familiar with specs for new construction or major repairs and to ensure construction plans are compliant with state building codes and local ordinances.
- Inspects new and renovated building construction for compliance with building, electrical, plumbing, and mechanical for North Carolina codes and amendments. Inspections may include both residential and larger commercial and/or industrial and multi-story buildings.
- Provides guidance, interprets, and makes final decisions with regards to code/compliance interpretations; consults with and advises contractors and citizens in interpreting and applying code regulations. Issues certificate of occupancy and compliance with completion of projects.
- Supervises a permitting technician, oversees the permitting process, and ensures the maintenance of records of inspections, plans, and other related documents; prepares necessary reports for the department.
- Leads damage assessment after catastrophic events and evaluates properties for amount of damage and safety hazards; directs the disconnection of utilities at buildings with hazards.
- Handles citizen and contractor complaints, construction quality and other issues. Participates in budget development and oversees purchasing for the inspections function; ensures proper maintenance and repair of vehicle and equipment.
- Coordinates activities with other Town Departments to ensure compliance with local, state, and federal ordinances and regulations pertaining to construction. Notifies responsible parties of defects and re-inspects to determine if corrective actions have been taken; issues warning and stop work orders if necessary; testifies in court as needed and recommends judicial actions.
- Keeps current on all code regulation revisions; maintains set of code books and code related material; reviews revisions and new codes regularly. Attends training to keep up-to-date on code changes and continuing education for NC Qualification Board requirements.

Qualifications

- Graduation from high school and possession of a valid North Carolina driver's license required.
- Requires Level III Certification by the North Carolina Code Officials Qualification Board for Standard Building, Plumbing, Mechanical, and Electrical, or the ability to obtain within time frame specified by the Town. Considerable experience in the building construction industry and enforcement of code standards
- Must be able to physically perform basic life operational functions of climbing, balancing, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, and exerting up to fifty pounds of force, talking, hearing and repetitive motion. Work subjects the employees to inside and outside environmental conditions, extremes in temperature and hazards associated with construction work.

AN EQUAL OPPORTUNITY EMPLOYER / ADA

Employment application form (PD107) must be completed to apply. Form can be found online at:
<https://oshr.nc.gov/media/3953/open>

Email completed application to: townclerk@ntbnc.org

Town of North Topsail Beach
Attention: Danyale Lundy
1000 Hwy 210 Sneads Ferry, NC 28460
(910) 328-1349 Office