

Classification Title: Lead Inspector

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Acts as a lead worker in the inspection of a variety of structures to ensure compliance with building codes which could include building, mechanical, electrical, plumbing, occupancy levels and fire. Visits construction and installation sites to inspect for compliance, and reviews plans. Reviews and approves construction documents and issues permits.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Reviews plans for code compliance, zoning and health department requirements. Calculates fees and lists any permitting conditions or requirements and assists with corrective measures. Oversees the work of other inspectors and answers questions regarding inspections or code issues.
2	M	Conducts walk through inspections of new construction, alteration and renovation of commercial businesses and public school facilities. Meets with trades inspectors to ensure compliance with all codes and standards. Conducts pre-inspection meetings with contractors, owners or representatives.
3	S	Reviews applications, verifies contractor licensing, assigns permit fees and communicates with architects, engineers and contractors to eliminate possible code violations.
4	S	Reviews additions and accessory structures. Works with customers to answer questions and resolve any issues. Facilitate the permitting process.
5	S	Examines all documents prior to issuance. Logs and maintains records of all residential and commercial plans. Deposits fees from department sources and provides regular reports of work performed.
6	S	Reviews site plans and performs inspections to identify hazards and conditions relating to special permit requests, which may include fire codes and occupancy levels. Coordinates with other permitting agencies as required.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	High School Diploma.
Experience	Five years experience in one or more of the building trades.
Equivalent Education & Experience Accepted?	Yes

CLASSIFICATION REQUIREMENTS	
Certification and Other Requirements	One or more of the following certifications may be required depending on the needs for specific position: North Carolina Department of Insurance - Level 3 Building, Level 3 Electrical, Level 3 Mechanical, Level 3 Plumbing, or Level 2 Electrical, Level 2 Plumbing, Level 2 Mechanical. The appropriate certification must be obtained within one year of employment. Valid driver's license.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculators, architectural scale, hand and power tools, diagnostic equipment, camera, fax machine, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	X Vehicle
Recreation Centers/Neighborhood	Warehouse
X Outdoors (see 1 below)	Other (see 2 below)

(1) Buildings and various locations

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hats, safety shoes and vest, eye and hearing protection, dust mask, gloves