



# TYRRELL COUNTY GOVERNMENT

P.O. BOX 449  
108 SOUTH WATER STREET  
COLUMBIA, NC 27925

PHONE: 252.796.1371  
FAX: 252.796.1188

## JOB OPENING

### BUILDING INSPECTIONS/FIRE MARSHAL

#### **Job Requirements:**

Performs responsible technical work examining building plans and performing building, fire, and floodplain inspections for the County for compliance with State codes, FEMA requirements and County ordinances, approves the issuance of commercial and residential building permits, inspects construction work in progress, conducts site visits to perform inspections in the trades' areas of building, plumbing, electrical, and mechanical, fire and floodplain inspections to ensure compliance and to determine quality of workmanship, materials, and safety precautions; and serving as Fire Marshal. Administrative works includes budget preparation and administration, shares management of employee. Tact, courtesy, and firmness must be exercised in dealing with contractors and the general public. Ensures all inspections are final and issues Certificates of Occupancy, provides technical assistance to Planning Board. Fire Marshal conducts required annual fire safety inspections, enforces codes and ordinances, and assists volunteer fire department as required. Work is performed under general administrative direction of the County Manager. Performs related work as required. Graduation from high school supplemented by trade school work in construction trades and considerable experience in construction trades work, considerable experience involving contact with the public; or an equivalent combination of training and experience. Level I state certification in building, electrical, mechanical, plumbing and fire within time frame set by County. Floodplain Manager Certification within time frame set by County.

#### **Hours of Work:**

Work week consists of 40 hours, and other hours as needed.

**Salary Range: \$44,994 - \$67,491**

#### **Application Process:**

Applicants for this position should complete the Tyrrell County job application and submit it to: Terry Somers, Tyrrell County Government, PO Box 449, Columbia NC 27925. The application is located on the County's web site at [www.tyrrellcounty.org](http://www.tyrrellcounty.org) or may be obtained by contacting the County Finance office at 252.796.1371 or 108 South Water Street, Columbia, NC. Equal Opportunity Employer/ADA/Equal Access.

