

WASHINGTON COUNTY

PLANNING DEPARTMENT

JOB ANNOUNCEMENT

October 7, 2025

Application deadline: Open Until Filled

POSITION: BUILDING CODE INSPECTOR

*Note: For highly qualified applicants, this position could also be combined into a potential Planning Director/Building Inspector position).

JOIN OUR TEAM! Washington County is seeking a skilled and motivated professional to join our talented team. We offer a competitive starting salary range of \$44,000–\$68,000, dependent on experience and certifications, along with a strong benefits package including: NC-LGERS Retirement Pension; 3% - 401k contributions, State Health Plan coverage; Dental/Vision Ins.; Life Ins.; 14 Annual Paid Holidays; Sick Leave; and other benefits designed to support your work-life balance and long-term growth.

Duties and Responsibilities: Performs building codes enforcement field work to inspect new construction and renovations in progress for compliance with building, electrical, plumbing and mechanical codes; assures possession of correct permits; and assists with plan review. Advises contractors in interpreting and applying code regulations; researches questions and advises on code interpretation; suggests revisions to work to assure compliance. Notifies responsible parties of defects and reinspects to determine if corrective actions have been taken; issues stop work orders if necessary. Provides customer service at main counter during pre-set hours to issue permits and respond to a variety of questions. Maintains records of inspections and prepares necessary reports; approves or denies permit applications; logs in work orders, completes field paperwork; enters inspection results in computer; ensures all inspections are final; closes file and issues a Certificate of Occupancy. Reviews plans and building permit applications and determines if home location will be in flood hazard area; Reviews and interprets FEMA computerized floodplain maps; request additional documentation if unable to determine if meets base elevations. Provides customer service to builders, contractors, property owners and the general public; answers questions about code requirements and compliance issues; researches code issues; responds to complaints; refers complex issues to senior inspectors or State officials if necessary. Receives and/or reviews various records and reports such as legal bulletins from Department of Insurance, FEMA maps, building codes, plan review, commercial plans, residential plans, engineer letters, etc. Prepares and/or processes various records and reports including certificate of occupancy, permits, power tickets, stop work orders, condemnation orders, technical code information, letters of violations, etc. Maintains currency in qualifications; attends training to maintain certifications and assure knowledge of codes; reviews code books to learn changes to codes. Other duties as assigned.

Knowledge, Skills and Abilities: Thorough knowledge of North Carolina State codes and local ordinances as applied to construction projects. Considerable knowledge of building materials, techniques and workmanship. Considerable knowledge of construction and installation. Skill in interpretation of codes and in their application to specific situations and to explain technical code requirements to individuals with little technical knowledge. Skill in reading and interpreting plans and specifications. Ability to document findings and manage files. Ability to establish and maintain effective working relationships with supervisors, coworkers, contractors, property owners and the public. Ability to enforce regulations tactfully and firmly. Ability to establish and maintain accurate and thorough records.

Physical Requirements: Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, 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/or a negligible amount of force constantly to move objects. Must possess the visual acuity to inspect details of construction, use measurement devices, operate a computer terminal and motor vehicle, prepare reports, and do extensive reading.

Education and Experience: Graduation from high school supplemented by coursework in building construction trades and experience in construction trades work; or an equivalent combination of education and experience.

Special Requirement: Possession of a valid North Carolina driver's license. Ability to obtain Level I State certification in the building, mechanical, electrical and plumbing trades within a three-year period. Once obtained, certifications must be maintained.

Preference: Applicant with 3 to 5 years of building inspection or construction experience and possession of required Level I State Certifications in building, mechanical, electrical and plumbing trades.

Application Procedure: Submit a Washington County application to **Fetima Moore, Washington County Human Resources, 120 Adams Street, Plymouth, NC 27962 (via email, in person, or postal mail (please be reminded there may be delivery issues with postal mail))**. Washington County applications are available online at <https://washconc.org/human-resources/> (click the "Employment" drop down box on this page) or may be obtained at the Washington County Administration Building.

Note: Resumes are not accepted in lieu of county applications. An updated application is required if applicant has applied previously for Washington County positions. ***Applicants must provide complete work history, documentation of all certifications, places and dates of employment and hours worked.***

**WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
CRIMINAL BACKGROUND CHECK, DRIVING RECORD CHECK
AND PRE-EMPLOYMENT DRUG SCREEN REQUIRED
VALID NORTH CAROLINA LICENSE REQUIRED**