

Class Concept

Work in this class involves the State of North Carolina Building Codes and the inspection of facilities and structures owned by the state, or participating in the Risk Management Insurance Program, the Disaster Reconstruction Program, or the inspection of factory-built structures for compliance with Federal and/or State building codes.

The Enforcement of the North Carolina State Building code is outlined in [NCGS 143-139](#). In section (b) of this statute, the general Oversight of the Code Officials throughout the state is given to the Commissioner of Insurance. To provide an assurance of competency of the inspectors, and to assist with the consistent application of the code throughout the state [NCGS 143-151.13](#) establishes the Code Officials Qualification Board. Within that statute, guidance exists for the Status (Standard or Probationary), different types (6), and different Levels (3) of Certification awarded by the Board. The Board further established administrative rules to provide the framework from which the levels (3) are broken down. In [11 NCAC 08 .0706](#) the restrictions on the different levels of building, electrical, mechanical, and plumbing inspectors are outlined in section (2) and for Fire Inspectors in section (3). The specific experience requirements to “pre-qualify” for a probationary or standard certificate are also listed in [11 NCAC 08 .0706](#).

State owned, Risk Management, or Disaster Reconstruction Code Officials perform yearly comprehensive assessments of all aspects of a building including, but not limited to fire exits, electrical systems, accessibility provisions and areas impacting life, safety, and property protection. Positions identify, and call for correction of, conditions that pose a risk to life safety or property. Inspectors are also responsible for Code interpretations, hazard abatement guidance, ensuring that life safety measures are in place during firework displays on state property, and construction project spot checks for compliance with the North Carolina Building Code series.

Manufactured or Modular Structure Code Officials perform inspection of dealer lots, on-site or in-plant inspections and investigate complaints regarding modular and manufactured (HUD Code) structures. Participate in HUD joint monitoring of Primary Inspection Agencies and monitor manufacturers’ complaint handling and remedial actions.

Disaster Code Officials perform periodic inspections of properties assigned through the Disaster reconstruction program for the State of North Carolina. Inspections are performed under the requirements of the North Carolina Building code and may be residential or commercial in nature. Disaster inspectors also have a key role in the post disaster building safety assessments performed following a disaster. Disaster inspector may also assist with local inspection departments workload between required disaster inspections.

All positions may be required to serve on the State Emergency Response Team (SERT) during disasters.

Note: To be fully qualified as a Code Official I, the following applies:

Hired as Entry Level Code Official I and completion of all entry qualifications, requirements, and certifications, OR

Hired as a Code Official I fully possessing all qualifications, requirements, and certifications at the time of hire.

Recruitment Standards

Knowledge, Skills, and Abilities

Entry Code Official I and Code Official I

- Working knowledge, at the time of hire, of the State of North Carolina Code of one of the following trades: Building or Fire.
- Working knowledge of state and/or federal rules and regulations for Disaster and Manufactured or Modular Structure Code Officials.
- Ability to independently conduct complex inspections for compliance with standards/codes

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

- Ability to establish and maintain effective working relationships with citizens, staff, local jurisdictions, regulatory board members, etc.
- Ability to communicate concisely and effectively using various forms of communications including the production of clear and concise inspection reports.
- Ability to conduct training as necessary to various parties.

Minimum Education and Experience

Entry Code Official I: High school or General Educational Development (GED);

Code Official I: High school or General Educational Development (GED); and 5 years of code enforcement experience or journey level construction experience; or an equivalent combination of education and experience.

Necessary Special Qualifications

Entry Code Official I:

Pre-qualify for Probationary Level I Certificate for Building, Electrical, Plumbing, Fire, or Mechanical trades at the time of hire and obtain Standard Level I Certificate within 1 year.

Code Official I:

Must possess a Standard Level III Certificate in one trade; or possess a Probationary Level III Certificate and lower in more than one trade; or

Must possess a Standard Level II Certificate in Building, Fire or Electrical; and Pre-qualify for a Probationary Level III Certificate in Building, Fire or Electrical at the time of hire and obtain the certification within one year.