

Class Concept

Work in this class is indicated in 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. Code Official III is the highest level of Code Official and may include supervision of other Code Officials.

Employees in this class will be responsible for performing the most complex residential and commercial inspections as specified by the Memorandum of Understanding between OSBM-DR and the Department of Insurance DOI. It may serve as a trainer position or a post trainee Code Official position. If the Code Official III is a trainer, their responsibility will primarily consist of training Code Official Is as well as performing inspections on structures covered under the disaster relief grant process. If the individual is a post trainee individual, then they will be primarily responsible for performing inspections on structures covered under the disaster relief grant process and assisting with inspections and questions as directed by the responsible trainer.

The Enforcement of the State of North Carolina 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 Building Code Inspectors 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 Official Trainers 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.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of North Carolina Code at a certificated Level III for all five trades (Building, Fire, Electrical, Plumbing, and Mechanical).

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

- 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
- 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

High school or General Educational Development (GED); and
5 years of Level III building code enforcement experience in all five trades, of which
2 years as a code enforcement supervisor, director or chief code official of a jurisdiction; or
An equivalent combination of education and experience.

Necessary Special Qualifications

Must possess all five North Carolina Code Officials Qualifications Board Standard Level III Certificates (Building, Fire, Electrical, Plumbing, and Mechanical), or pre-qualify for this certification at the time of hire and obtain all certifications within 12 months.