



Job Title	Building Codes Administrator
Reports to	Community Development Director
Job Type	Full-Time Permanent, Non-Exempt
Salary Range	\$60,208-\$68,141 (negotiable)

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are not intended to be all-inclusive. Employee may perform other related duties as negotiated and/or assigned to meet the ongoing needs of the Town.

Under the general direction of the Community Development Director, the Building Codes Administrator is responsible for the operation of Inspections and Code Enforcement activities. Plans, organizes, supervises and participates in the overall inspection work program of the Town of Holly Ridge to include electrical, building, plumbing and mechanical inspections. Enforces Land Use ordinances, State, and federal codes. Responsible for coordinating and ensuring plan reviews and related procedures and protocols are accomplished in a timely manner. Knowledge of floodplain development a plus. Optional four (4) day work week available based upon staffing.

Knowledge of all types of construction materials and methods and of stages of construction; knowledge of state building, electrical, mechanical and plumbing codes and related laws and ordinances; ability to detect poor workmanship, inferior materials and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; firmness and tact in enforcing building codes; ability to establish and maintain effective and progressive working relationships with contractors, building owners, associates and the general public.

High school diploma or GED and experience in building trades, or equivalent combination of education and experience.

REQUIREMENTS AND QUALIFICATIONS

Minimum certifications required are North Carolina Level II in Building, Plumbing, Electrical, Mechanical, and Fire. Candidate must **currently possess all Level II certificates (either Standard or Probationary), including Fire**, with ability to obtain Standard Level II's or Level III's within two (2) years. Knowledge of floodplain development a plus with the ability to obtain Floodplain Manger certification quickly. Possession of a valid North Carolina driver's license required. **Supervisory experience a plus.**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires standing, sitting, crouching, climbing, balancing, walking, and crawling. Communication and vision abilities to listen, visualize, and voice concerns, directions, and information. Ability to prepare and analyze written or computer data. Ability to operate and use measuring devices, motor vehicles, equipment, and computer software. Work frequently requires exposure to risk of electrical shock, moving mechanical parts, noise, wet, humid conditions, extreme cold/heat (both non-weather and outdoor conditions), high, precarious places, fumes or airborne particles, and exposure to toxic or caustic chemicals.

HOW TO APPLY

Applications can be accessed on the Town website at www.hollyridgenc.gov or at Town Hall at 212 N Dyson Street. Mail or bring resume with an application to Holly Ridge Town Hall, PO Box 145, Holly Ridge, NC 28445 ATTN: Community Development Director Nathan Rhue. OR email applications/resumes to Nathan Rhue at nrhue@hollyridgenc.org. Open until filled. EOE.