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# Human Resources Department

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## City of Sanford Position Announcement

*Equal Opportunity Employer*

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**Position:** Senior Building Inspector

**Posting No.:** INSP-05-16

**Department:** Inspections

**Starting Salary:** \$50,785.90 per year earned and paid on a bi-weekly basis

**Closing Date:** Open until Filled

**Description of Work/Duties:**

- **Performing building inspections; enforcing related codes; maintaining records and files; preparing reports.**
- Performs field inspections and re-inspections of residential, commercial, industrial and public facilities construction, and existing structures for compliance with building, plumbing, electrical and mechanical codes.
- Prepares reports and other documents; maintains records and files; enters inspections into computer.
- Attends meetings with builders, architects, engineers and the general public; confers with contractors, owners, staff and State officials on code compliance matters and interpretations.
- Receives and responds to inquiries and complaints in regard to defective construction and the minimum housing code.
- Reviews plans for compliance with State building codes and City ordinances; issues permits.
- Issues warnings, stop work orders and/or condemnation for noncompliance; testifies in court as necessary.
- Issues certificates of occupancy.
- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

Thorough knowledge of State building and related codes, and local ordinances; thorough knowledge in reading and interpreting plans, specifications and blueprints accurately and to compare them with construction in process; thorough knowledge in the use of permitting and mobile inspection software; thorough knowledge in preparing correspondence, documents and reports; thorough knowledge in the use of standard office equipment and associated software; thorough knowledge in the use of equipment associated with the position; ability to communicate effectively, both orally and in writing; ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to establish and maintain effective working relationships with associates, business owners, builders, engineers, architects, elected officials and the general public.

**Education and Experience:**

Any combination of education and experience equivalent to graduation from an accredited community college with a degree in construction management, or related field and extensive experience (minimum of 10 years of experience performing residential and commercial building inspections required) in the building construction trade. Must possess valid North Carolina driver's license and North Carolina Standard Certificate Level III Building, Electrical, Mechanical and Plumbing Inspector certifications upon hire.

City of Sanford applications are required when applying for a position. Completed applications may be returned to [jobs@sanfordnc.net](mailto:jobs@sanfordnc.net) or mailed to the City of Sanford, Attention: Human Resources, PO Box 3729, Sanford NC 27331. Facsimiles of applications are also accepted, but not recommended due to the resulting poor quality of some copies. When faxing, please call and confirm receipt of your documents.