



*"People to match our mountains."*  
Buncombe County, North Carolina

## **Buncombe County, North Carolina is seeking a Permits and Inspections Director.**

*The community* boasts unparalleled aesthetic beauty in tandem with established and ever growing cosmopolitan amenities. With a population of nearly 260,000 people and spanning 660 square miles, Buncombe County is the perfect intersection of mountain charm and creature comforts. Asheville is the county seat, and there are five other municipalities as well as a diverse mix of unincorporated areas. Here you'll find a unique mix of urban and rural communities, all a short drive from cities such as Charlotte, Atlanta, Knoxville, and more. Buncombe is known for its natural beauty and is surrounded by multiple national parks. An evening drive on the Blue Ridge Parkway is an unforgettable scenic trip with breathtaking views of our majestic mountains.

More than 225 years old, Buncombe County has compiled an impressive roster of historically notable visitors and residents such as George Vanderbilt, E.W. Grove, Thomas Wolfe, Lillian Exum Clement, Edward W. Pearson Sr., F. Scott Fitzgerald, and others whose imprints are scattered throughout the County. The iconic Biltmore House is the country's largest privately owned residence, still owned by George Vanderbilt's descendants and receives more than one million visitors every year.

Buncombe County is home to two innovative public school systems, charter schools, a community college with diverse offerings, private colleges, and the University of North Carolina at Asheville.

Whether it be venerable institutions or up-and-coming businesses, Buncombe County has the infrastructure, outdoor amenities, and quality of life that continues to attract top-notch talent from around the world.





## **Job Title: Permits and Inspections Director**

Buncombe County Permits & Inspections ensures the health, safety, and welfare of the public by administering and enforcing the North Carolina State Building Codes as adopted by the Building Code Council. The department supports the County's Strategic Plan 2025, to promote a healthy, safe, well-educated, environmentally-friendly, and thriving community with a sustainable quality of life. We provide effective and efficient government our residents can trust. We deliver needed service through a responsive workforce committed to equity, integrity, collaboration, respect, and honesty.

The building permit process exists to keep our homes and community safe. Buncombe County Permits & Inspections offers building inspections and permitting services for all unincorporated areas of Buncombe County and through contractual agreements, also services the towns of Biltmore Forest, Weaverville, and Woodfin.

### **Purpose of the position:**

The primary purpose of this position is to provide direction and management to the County's Permits and Inspections department to ensure enforcement and administration of the NC State Building Codes as adopted by the NC Building Code Council.

### **Essential Functions of the position:**

- Direct and supervise the activity of a department or division including the coordination of fiscal and personnel related activities.
- Provide supervision, evaluation, and ongoing support of department staff through formal and informal discussion and evaluation; provide guidance and clarity as needed, including, but not limited to supporting career development and team goals, overseeing objectives and performance standards, and resolving personnel issues.
- Plan and monitor department operating budget; authorizes purchases and expenditures from budget.
- Oversee the day to day operations of issuance of permits, scheduling, and tracking of inspections.
- Perform quality assurance checks to assure permits, inspections scheduling, and inspections are recorded and followed up in a timely manner.
- Receive and respond to technical inquiries and information request from citizens, property owners, county departments, contractors, industry representatives and public officials. Investigates field complaints.

- Perform condemnation inspections and hearings; manage the Minimum Housing program; perform field inspections as necessary.
- Analyze workflow, delegate projects to meet departmental goals.
- Performs other related duties as assigned.

**Minimum Education, Training and/or Experience:**

Bachelor's degree in Architecture, Construction Management, Engineering, or related field and six (6) years of experience as a Code Enforcement Officer or Project Manager in general construction with considerable experience in building, electrical, mechanical, and/or plumbing contracting, including at least three (3) years of managerial/supervisory experience; or an equivalent combination of education and experience.

**Additional Training and Experience Preferred:**

24 hours of continuing education annually (6 hours required per trade)

**License or Certification Required by Statute or Regulation:** Possession of a Level III Standard Certificates in all trades from the North Carolina Code Officials Qualification Board

**Knowledge, Skills, Abilities::**

- Requires analytical judgment, initiative, or innovation in dealing with complex problems or situations. May develop new processes or models that involve making complex, independent decisions for situations with precedent to ensure department or major area within a Division objectives are met.
- Considerable knowledge of permitting requirements and NC State Building Codes as adopted by the NC Building Code Council.
- Knowledge of operations of internal and related departments with which the position comes in contact.
- Ability to read deeds, maps and surveys.
- Ability to deal tactfully and firmly with contractors, property owners and the general public.
- Knowledge of the organization and functions of County government.
- Knowledge of supervisory practices and skill in supervising others, including communication skills, delegating and assigning work, dealing effectively with employee issues, evaluating performance, and assisting or conducting investigations and participating in disciplinary actions.
- Considerable knowledge of the principles and practices of office management operations including personnel and budget.
- Ability to compile, analyze and summarize administrative, programmatic and fiscal data for assessing agency capacity.
- Ability to develop/ written documents/oral presentations and/or reports conveying information and to communicate effectively.
- Ability to organize work and establish priorities to meet guidelines and deadlines.
- Ability to establish and maintain effective working relationships with associates, elected officials, community organizations, and the general public.

**Department:** Permits and Inspections

**Location:** Asheville, NC

**Job Posting End Date:** This position will be posted until filled. An initial review of applications will start on June 26, 2021. This posting may close without notice.

**Salary Range:** \$94,631.92 - \$125,387.29

[Click here to apply](#)

Buncombe County Government realizes the importance of a diverse professional workforce and the need to foster a responsive and innovative organizational culture, one that fully engages all of our employees, honoring and building on each employee's unique experiences, opinions, and perspective.

It is the policy of Buncombe County to provide equal employment opportunities (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity, or any other legally protected class under federal or NC State law. In addition, the Agency expressly prohibits any form of workplace harassment or discrimination.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are a company that values diversity. We actively encourage women, minorities, veterans, and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

