



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: October 26, 2017
RE: Job Posting – **One (1) Full Time Director of Building Services**
Building Services *Department*

Duties and Responsibilities: Performs complex administrative and supervisory duties in the enforcement of state and local building codes and permit center; Plans, organizes, supervises, and directs the Building Inspection Department staff; ensures enforcement of and adherence to applicable state and local building codes and permitting. Responsible for overall building inspections programs, including electrical, building, plumbing, and mechanical; prepares, administers, and monitors departmental budget. performs related work as required. Work is performed under general supervision. Exercises full supervision of the building inspections and central permitting staff. Reports to the Director of Business and Community Development.

Qualifications: Thorough knowledge of building construction, materials, and practices of the building trades; thorough knowledge of state and local ordinances and codes administered through the Building Inspection Department; general knowledge of County geography; thorough knowledge of administrative practices and procedures; budgetary process and fiscal management; ability to analyze and interpret complex information, regulation, and policies; ability to plan, coordinate, and supervise the work of others; ability to communicate effectively orally and in writing; ability to safely and efficiently operate a motor vehicle; ability to attend work regularly; excellent problem-solving, customer relations, and interpersonal skills.

Requires considerable experience in the building trades, demonstrated effective managerial experience in progressively responsible positions; or any combination of education and experience equivalent to a Bachelor's degree in engineering or a related field supplemented by considerable experience in the enforcement of State building codes, including public contact experience, which provides the requisite knowledge, skills, and abilities.

Pre-employment drug screen required.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: **Open until filled**

Starting salary: Depending upon qualifications

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
www.hendersoncountync.org/hrd
Henderson County is an Equal Opportunity Employer