



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

REVISED Salary

Employment Opportunity

Please post in a location accessible to all employees

Position:	Fire Inspector/Elec/HVAC I <i>Permanent, Full-Time, Non-Exempt</i>
Department:	Permitting and Code Enforcement
Description of Duties & Responsibilities:	Position is responsible for inspection of buildings within the county for compliance with fire codes. Maintain all fire inspection records; document violations and conduct re-inspections; interpret and apply fire code and regulations; explain code violations to business owners; provide guidance on correction of code violations; prepare fire inspection reports, assist with HVAC and electrical inspections, and other duties as assigned.
Education & Experience Requirements:	<u>Minimum:</u> High school diploma or GED and one year of related construction or fire prevention experience. <u>Preferred:</u> An associate's degree in construction management or related field and/or certificate from trade program (electrical, plumbing, HVAC, masonry, etc.) and proficiency in Microsoft Office suite. Preference given to applicant with electrical background and experience. Candidate must have a valid NC Driver License. Fire prevention training and maintenance of certification through the NC Code Officials Qualification Board required.
Starting Salary:	Hiring Salary Range: \$31,417.21 – \$39,063.36 (dependent upon direct and/or indirect experience) Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at https://www.jacksonnc.org/employment-opportunities
Application Requirements:	Submit a completed Application for Employment to: Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779 NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779 The Application for Employment is available online at: https://www.jacksonnc.org/employment-opportunities or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
Closing Date:	January 15, 2021

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal [E-Verify](#) program*