

## **Code Compliance Specialist /Real Estate-Construction**

National Safe Building Institute (NSBI) provides impartial inspection and consulting services to corporations, non-profit organizations, and government offices throughout the United States. Our clients include a large national healthcare provider and several local and national construction companies. The founders of NSBI are construction management professionals who have successfully delivered over 35 million square feet of facilities nationally.

NSBI currently provides Code Inspectors, QA/QC Inspectors and Safety Professionals to construction jobsites totaling over 3 million square feet. Our assignments range from regularly scheduled inspections to full-time, on-site safety management. NSBI is seeking Code Compliance Inspectors to join our growing firm.

### **Candidates must meet the following requirements:**

- Bachelor's degree in Engineering, Architecture or a related field.
- Active certification as a Professional Engineer or Registered Architect a plus.
- Prior experience in construction and/or third party inspection activities.
- Computer skills in a Windows-based platform.
- Strong communication skills, both written and verbal.
- Ability to maintain discretion and a high level of confidentiality.
- Highly organized, self-starter with the ability to prioritize multiple tasks.
- Meticulous attention to detail with a high degree of accuracy.
- Ability to work independently and handle all aspects of a project including client interface, technical issues, documentation and reporting.
- Ability to identify potential problems and derive recommended solutions from previous experience.
- Ability to communicate inspection items effectively and responsibly (verbally and in writing) with internal and external customers (i.e., contractors, owners, subconsultants, designers, architects and fellow team members).
- Ability to obtain and maintain required certifications.
- Ability to stand and sit as needed on project work sites, climb ladders, work at heights, and work outdoors in a wide range of weather conditions.
- Ability to safely navigate construction work sites with uneven terrain.
- Ability to maintain valid driver's license with a good driving record.
- Ability to travel and drive regularly.

### **The major areas of responsibilities include:**

- Perform on-site compliance inspection, quality assurance and progress monitoring, and payment application review at various construction projects for conformance to specifications and codes.
- Ensure that construction is completed in accordance with contract plans and specifications, approved shop drawings, approved material lists, and permit requirements.
- Perform final inspection, prepare punchlists, and ensure all items on the punchlist are completed or corrected by the contractor.
- Prepare weekly and monthly reports for ongoing projects.
- May be required to coordinate, monitor and manage all inspection activities on a project.

### **Additional responsibilities may include:**

- May be required to independently adapt and implement changes to standard construction practices and procedures to meet field conditions.
- May receive intermittent assignments to inspect critical phases of complex projects.
- Expanded involvement with business development including participation in short-list interviews, active participation with company initiatives, and project management on small to mid-sized projects.
- Actively participate in company activities, including but not limited to company meetings.

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### Compensation

- Salaried full-time position
- Medical and Dental Benefits
- 401k
- Two weeks paid vacation
- Salary commensurate with experience
- Eligible for annual bonus

Interested candidates must submit an application and complete pre-employment testing by visiting <http://www.ondemandassessment.com/verify/apply/BgeeAeR/PnChahh>. Copies of certificates of training to demonstrate qualified and competent person status (PDF format for Client review) should be sent to [info@nsbuilding.com](mailto:info@nsbuilding.com) immediately after completion of application and testing.

Application and pre-employment testing may take approximately one hour. Testing begins immediately following completion of application. It is recommended that testing be completed in a distraction free environment.

National Safe Building Institute is an Equal Opportunity Employer.

*National Safe Building Institute (NSBI) is not seeking unsolicited resumes or agency assistance at this time. Please do not forward unsolicited resumes or resumes from an agency to our hiring managers or Human Resources. NSBI will not be responsible for any fees related to unsolicited resumes.*