

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
Bureau Chief  
Bureau of Permits & Inspections  
An Equal Opportunity Employer

**Bureau Chief – Bureau of Permits & Inspections**

\$71,282 – \$74,839 annual salary, 40 hours per week, exempt position

Hours are typically Monday through Friday 7:00 am to 4:00 pm

Apply by 5:00 pm on **Monday, August 10, 2020**

The Department of Public Works is seeking an energetic individual with a customer friendly attitude to lead our Bureau of Permits and Inspections.

As the Bureau Chief you will supervise a team of dedicated staff members and manage day to day operations of the Bureau. Be responsible for overseeing the building permit and inspection process from application to issuance of the Use and Occupancy. You will work collaboratively with multiple governmental agencies and have daily interaction with the public.

This position offers a great opportunity to ensure construction projects are completed in accordance with Carroll County Ordinances and result in a safe community for our citizens and businesses to thrive in Carroll County.

An ideal candidate will be a global thinker who works collectively with staff, contractors, citizens, businesses and other building professionals to ensure compliance with Carroll County's construction codes.

Click [here](#) for the full job description

**Qualifications:**

1. Bachelor's degree related to construction and design of buildings
2. Five years' experience as a licensed professional engineer, architect, building inspector or building construction superintendent, including three years in construction management and/or contract administration
3. Certified Plans Examiner and Building Inspector under a national program

*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

7/17/2020  
(21-06)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.