

# ***CURT WILLIS***

*196 Maylon Lane  
Clayton, NC 27520*

*(919)949-0545  
curt.willis@gmail.com*

## ***PROFESSIONAL EXPERIENCE*** CITY OF RALEIGH INSPECTIONS-31 Years

### **Inspection Division Manager, 2012-2015**

- Organize, direct and coordinate the activities of the Inspection Division
- Mediate and resolve complex code issues in a timely manner
- Ensure safe buildings and a positive development environment for the City
- Prepare and present clear and concise reports
- Establish and maintain effective working relationships with property owners, contractors, public officials and the general public
- Present complicated building and policy issues to the City Council
- Exercise sound professional judgment in handling politically sensitive issues of public interest.
- Interact with stakeholder and industry groups to identify and implement creative improvements to the inspection process.
- Accurately assess organizational issues and opportunities

### **Construction Inspections/Plans Review Administrator, 2002-2012**

- Direct and manage overall multi-disciplinary trade inspections and plans review.
- Consult with architects, engineers, developers, attorneys and property owners to resolve issues relating to building codes, city ordinances and inspection policies.
- Accountable for hiring, training, management and supervision for a staff of up to 59 personnel.
- Work in conjunction with other city departments to provide seamless customer service.
- Prepare Construction Division budget, performance measures, revenue projections and maintain fiscal controls.

### **Accomplishments**

- Integrated plans review staff with field personnel into one comprehensive and consistent unit
- Implemented the Non-Residential Building Code as adopted by Raleigh City Council
- Developed and implemented the After Hours Inspection Program providing on demand inspection services 24 hours a day 7 days a week.
- Construction Division Team Leader for the Field Mobility software development.
- Speaker-City of Raleigh Neighbor Hood College Program / Award Winner 2003.
- President of the North Carolina Building Inspectors Association (2002).
- Member of the Board of Directors North Carolina Council of Code Officials.
- Served on the Residential Ad Hoc Committee for the North Carolina Building Code Council.
- Served on the Southern Building Code Congress General Occupancy Committee.
- Provided successful partnership with Habitat for Humanity Builders Blitz 2003/2004

**Inspections Compliance Officer,** 2001-2002

- Provided support to Construction Inspections Administrator.
- Issued temporary and permanent CO's.
- Interface with plans review staff and trade group supervisors to solve complex code problems.
- Consult with architects, engineers, developers, contractors and citizens to answer code interpretation questions.
- Provide outstanding customer service.

**Accomplishments**

- President Elect North Carolina Building Inspectors Association.
- Program Chair for the North Carolina Building Inspectors Association Annual Convention.
- Co-Chairman of the Steering Committee for the Southern Building Code Congress / ICBO 39 State Annual Convention.

**Building Inspector Supervisor,** 1989-2001

- Direct the supervision of 14 full time building inspectors.
- Plan/assign work and conduct performance evaluations.
- Hire new employees.
- Provide training and development to staff.
- Review complex project documents and determine code compliance.
- Confer with architects, engineers, contractors, attorneys and citizens involving code issues.

**Accomplishments**

- Building Inspector of the Year for North Carolina (1999).
- Member of the Home Repair Scam Task Force State Bureau of investigation.
- Chairman of the Service Improvement Program (Inspections Department) City of Raleigh.
- Chairman for the Education Committee of North Carolina Building Inspectors Association.
- Developed Quality Control checklist for Building Inspector staff

**Building Inspector,** 1984-1989

- Building Level 3 Inspector (Unlimited License).
- Performed building inspections on all types of construction including high rise buildings.
- Team player

**Accomplishments**

- Developed, photographed and edited training video for use by inspectors statewide.
- Obtained Building Level 3 certificate.

**PROFESSIONAL AFFILIATIONS:**

- North Carolina Council of Code Officials.
- North Carolina Building Inspectors Association.
- International Code Council.
- Greater Wake County Building Officials Association.
- International Special Inspectors Association