

CODE:
FLSA: EXEMPT
GRADE:

**CITY OF TEGA CAY, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: CERTIFIED BUILDING OFFICIAL
DEVELOPMENT SERVICES DEPARTMENT**

GENERAL STATEMENT OF JOB

Under occasional supervision, conducts routine inspections of building construction to ensure compliance with all applicable building codes, related codes and City ordinances. Work involves interpreting codes as requested by contractors and the public; enforcing City codes/ordinances; conducting inspections; issuing letters, notices of violations and court summonses; presenting cases of violation to the Municipal Judge; and enforcing the City's zoning ordinance. Reports to the Development Services Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Explains, interprets and provides guidance regarding applicable codes and compliance requirements to contractors, engineers, architects, developers, property owners and others.

Plans and conducts routine inspections of commercial and residential building construction to ensure compliance with City, county, state and federal codes and regulations concerning zoning setbacks, footings, slabs, framing, electrical, plumbing, gas, mechanical, fireplace, insulation and substandard housing guidelines.

Reviews architectural drawings for code compliance and conducts plan reviews.

Maintains thorough and accurate records of inspections; meets with contractors and owners regarding inspection results; makes recommendations for changes as necessary to achieve compliance; follows up to verify that corrections have been made to comply with codes.

Issues violation notices and prepares cases for prosecution in the event of non-compliance; testifies in court as necessary.

Ensures that code interpretations, decisions and directions are equitably issued in all site situations.

Keeps supervisor informed of inspection progress and any difficult or unusual situations.

Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

Maintains assigned vehicle and equipment.

Receives and/or reviews various records and reports such as blueprints, specifications, schematics, code books, work orders.

CERTIFIED BUILDING OFFICIAL

Prepares and/or processes various records and reports such as inspection reports, certificates of occupancy, permits, authorization for utilities, notices of violations, and ordinance summonses.

Refers to city and state building code and ordinance guidelines, tax records, policy and procedure manuals, publications and reference texts, etc.

Operates a variety of equipment such as a vehicle, computer, copier, telephone, etc.; uses meters and other testing devices, measuring devices, camera, engineering/architects scales, drafting instruments, hand tools, general office supplies, and various word and data processing software programs.

Interacts and communicates with various groups and individuals such as the supervisor, co-workers, property owners, contractors, industrial/commercial representatives, utility company, engineers/architects, and the general public.

Attends training, conferences, meetings, etc., to enhance job knowledge and skills and maintain certifications; maintains knowledge of current city, county, state and federal codes and regulations related to building inspection.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

ADDITIONAL JOB FUNCTIONS

Performs general clerical work as required, including preparing reports and records, entering and retrieving computer data, copying and filing documents, attending meetings, answering the telephone, receiving and responding to e-mails and faxes, etc.; assists clerks with daily duties as necessary.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree, vocational or technical degree, or specialized training that is equivalent to satisfactory completion of two years of college education with an emphasis in building construction, engineering technology, drafting, building trade(s) or a closely related field, supplemented by two years as a Certified Building Official, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess S.C. Building Codes Council registration and other certifications as required by the ICC. If not previously certified, must achieve certification by the state of South Carolina as a CEPSCI (storm water) Inspector within one year of employment. Must possess or be able to obtain a valid South Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

CERTIFIED BUILDING OFFICIAL

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds) and occasionally heavier objects and materials (up to 40 pounds). Tasks may require traversing uneven terrain, entering confined spaces and/or climbing ladders during field inspections.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

Language Ability: Requires ability to read a variety of codes, policies and procedures, blueprints and construction drawings, specifications, correspondence, etc. Requires the ability to prepare inspection reports, violation notices, correspondence, etc., with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including construction trades, structural engineering, architecture, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, hand tools, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with

CERTIFIED BUILDING OFFICIAL

emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the department as they pertain to the performance of duties of the Combination Building Inspector. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of structural, plumbing, electrical, accessibility and fire safety codes. Is able to conduct thorough building inspections, note deficiencies and determine proper corrective courses of action. Is able to perform field work in uncomfortable physical conditions, including exposure to excessive heat / cold, odors, electrical currents, construction hazards, toxic agents, etc., and entering confined spaces and climbing to various heights. Is able to communicate professionally with other City and county departments, property/business owners, engineering / development and construction / real estate professionals, contractors, etc., in order to accomplish goals and complete projects. Is able to work under stressful conditions related to balancing multiple projects within the constraints of time available. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret technical materials pertaining to the responsibilities of the job. Is able to prepare required reports and records with accuracy and in a timely manner. Has thorough knowledge of the terminology used within the department. Has thorough knowledge of proper English usage and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for records management. Knows how to react calmly and quickly in emergency situations. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Personally demonstrates appropriate customer service skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

CERTIFIED BUILDING OFFICIAL

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.