

Position Title: Building Official  
Department: Business and Development Services  
FLSA Status: Hourly, Non-exempt

## **Statement Of Duties**

This position is responsible for enforcement of all Federal and State laws and City ordinances relating to building codes of the City. An employee in this position performs a wide variety of duties related building construction and codes including: plan review, supervising and performing inspections of buildings to ensure compliance with applicable codes, regulations, and City ordinances, and assisting the Director with preparing code changes in all areas of responsibility, as necessary for the Director to make presentations to City Council for consideration and approval.

## **Supervision**

Employee reports to and works under general supervision of the Business and Development Services Director.

## **Position Functions**

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the positions if work is similar, related or a logical assignment to the position.

1. Conducts building plan reviews to determine code compliance before the issuance of permit.
2. Plans and administers activities of the building inspections program. Administers compliance with the City's building, plumbing, gas, electrical, mechanical and other regulatory codes, building and State handicap accessibility requirements.
3. Supervisory duties including: instructing and supervising permit administration staff; instructing, assigning and maintaining standards and the activities of building inspectors.
4. Reviews the work of inspectors and staff assigned to assist with permitting for completeness and accuracy. Evaluates and makes recommendations as appropriate to the Director, and offers advice and assistance as needed.
5. Interprets and explains codes, ordinances, and regulations to contractors, homeowners, and other interested parties.
6. Responsible for assisting with ordinance preparation and review of Code revisions and updates to be presented by the Director to Council prior to adoption. Maintains library of codes adopted for public inspection.
7. Responsible for maintaining required CEU's to maintain state and ICC registrations.
8. Assists the Fire Marshal with occupancy and maintenance inspections on existing buildings.
9. Investigates and responds to complaints related to violations of City building codes, ensuring subsequent compliance.
10. Performs site visits for code compliance and inspections.

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11. Communicates with contractors, sub-contractors, developers, architects, engineers, and citizens concerning construction requirements; communicates with State, Local and Federal agencies to discuss new codes, new state requirements and new federal requirements; attends meetings with contractors, architects, homeowners groups and concerned citizens; attends and participates in meetings of the general public to explain regulations, policies and procedures; conducts presentations on related matters.
12. Responsible for all elements of City code administration per Chapter 1 of the International Codes adopted by City Ordinance.
13. Responds to citizens, business owners, and internal customer questions and comments in a courteous and timely manner.
14. Issues stop orders for work that is not in compliance with City ordinances. Issues written warnings and coordinates with code enforcement officers regarding City Court summonses for violations. Makes courtroom appearances and provides testimony as required.
15. Provides assistance and support to the Director for implementation and enforcement of Federal, State, and Local regulations pertaining to Flood Plain Management.

### **Job Environment**

**Decisional Responsibilities:** Errors can result in personal injury, delay or loss of service, monetary loss, damage to buildings or equipment, or legal repercussions. The decisional responsibilities of the position can range from impacting life safety issues at construction sites to legal action contesting a decision, interpretation, or application of the code.

**Physical Requirements:** Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 40 pounds). Must be able to tolerate varying temperatures and weather conditions to work outside in the heat of summer, cold of winter and in rainy conditions.

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

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

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color. Requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small part, preparing and analyzing written or computer data, etc.

**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).

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### **Education and Experience**

A candidate for this position shall have a college degree or equivalent, five to seven years of experience in building code enforcement, inspection and plan review, engineering, architecture or related field; supplemented by at least two years in a supervisory capacity, Must be internationally certified by the International Code Council as a Certified Building Official or within six months of hire.

### **Special Requirements**

Must possess a valid South Carolina driver's license.

### **Knowledge, Skills and Abilities**

A candidate for this position shall possess or have the aptitude to develop the following skills and abilities:

Thorough knowledge of the methods, procedures, and policies of the Department as they pertain to the performance of duties of the Building Official.

Thorough knowledge of building construction techniques, codes, methods and acceptable practices as required to perform thorough and accurate inspections and to determine code compliance;

Thorough knowledge of codes and regulations relative to issuing permits in building, plumbing, electrical, gas and related areas. Knowledgeable of all necessary procedures and responsibilities involved in code enforcement, building inspections, etc.

Ability to read and understand a variety of policy and procedure manuals, technical manuals, technical drawings and blueprints, etc.

Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

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.

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. Must be able to use practical applications of algebra, trigonometry, and geometry.

Ability to inspect items for proper length, width and shape, and to visually read various information.

Ability to deal effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree.

Ability to record and deliver information, to explain procedures, and to follow verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional

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languages including civil engineering, construction, legal, architectural, etc. Requires the ability to speak with and before others with poise, voice control and confidence.

Ability to relate to and show patience when working with confused customers, and is able to handle stressful situations in a tactful manner.

Ability to establish and maintain effective working relationships with coworkers and peers, as necessitated by work assignments.

Ability to function as a team player in a work group environment.

Ability to multi-task, prioritize responsibilities and meet deadlines as assigned.