



## **City of Mauldin**

**Position Title:** Building Inspector

**Department:** Business and Development Services

**FLSA Status:** Hourly, Non-exempt

### **Statement of Duties**

An employee in this class performs skilled inspection work in securing compliance with established codes governing one or more of the following areas of the building trades: electrical, building (construction and energy), mechanical, plumbing, and fire.

### **Supervision**

Work is performed under general supervision of the City's Building Official and the Business and Development Services Director. Employees in this position are evaluated through conferences, reports and observation.

### **Position Functions**

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. Other duties may be assigned as needed by the supervisor.

#### **Essential Functions**

Inspects buildings in the process of construction, alteration or repair for compliance with building code requirements, approved plans, and construction and safety practices; evaluates and reviews residential and commercial building and plot plans, structural framing, insulation installation, and general arrangement of building facilities for quality of design, materials and workmanship.

Inspects electrical installations and facilities for compliance with code requirements; checks plans and specifications for the proper installation and connections of fixtures; investigates complaints concerning buildings that may not comply with electrical codes.

Inspects heating and air conditioning systems of building structures; reviews newly issued building permits along with plans and specifications for proper heating, air conditioning, and ventilation systems; assists and advises contractors and others regarding pertinent regulations.

Inspects plumbing systems of building structures; reviews newly issued building permits along with plans and specifications for proper plumbing systems; assists and advises contractors and others regarding pertinent regulations.

Inspects new and existing residential and commercial buildings for conformance with safety standards, fire hazards, and/or compliance with fire prevention code and; issues inspection certificates for approved installation.

Assists permit facilitators and customers to receive and answer inquiries concerning construction, inspections and permit procedures; receives and pursues complaints alleging code violations,

performing inspections as necessary; reviews building plans and specifications; issues building permits and certificates of occupancy, as appropriate.

Enforces state and local codes to the extent authorized, issuing stop-work orders and pursuing other legal remedies, as necessary, to stop violations.

Testifies in court, as necessary.

Maintains all necessary reports and records pertaining to inspections and code enforcement work

Attends and participates in meetings, and/or prepares correspondence, with builders, contractors, building owners and occupants, to advise them of code changes and violations at construction sites.

Reviews and studies building code regulations to stay informed of changes in building codes and ordinances; completes necessary classes to maintain required inspection certification.

### **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:** While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move objects up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. 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.

**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).

### **Required Education and Experience**

High school diploma or GED, and a minimum of three (3) years of experience as an inspector in a related field, or any equivalent combination of training, education and experience necessary to perform the essential position functions.

### **Special Requirements**

Must possess at time of application an ICC Residential Combination Inspector Certification, or equivalent and have a valid South Carolina state driver's license. Failure to obtain or failure to maintain any necessary license may result in dismissal.

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

Considerable 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 detect and locate defective workmanship in construction or repair of buildings.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to deal tactfully and firmly with property owners, architects, engineers, developers, contractors, the general public, etc.

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.

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 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.

**Equal Employment Opportunity Policy.** It is the policy of the City of Mauldin to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, or veteran status. This policy relates to all phases of employment including, but not limited to, recruitment, employment, placement, promotion, transfer, rates of pay and other forms of compensation, benefits, layoff, recall, termination, selection for training, use of all facilities and participation in company sponsored activities. Our objective is to obtain qualified and/or qualifiable individuals for a position by virtue of job-related standards of education, training, experience and personal qualifications. The City of Mauldin does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.