

CERTIFIED BUILDING OFFICIAL

The City of Cayce is seeking applications for the position of Certified Building Inspector. This position is responsible for the supervision of the daily performance and productivity of the Commercial and Residential Building Inspectors. Additionally, this individual manages and conducts the comprehensive inspection of all types of new and existing construction in all occupancy groups, to insure compliance with all applicable building, electrical, mechanical, and plumbing, fire safety, handicapped, and energy conservation codes, and City-approved plans, specifications, and standards.

Preferred requirements include five (5) years of experience in building construction, code enforcement and inspections. Associate degree in building technology, construction management, mechanical, electrical, plumbing and building construction, architectural science or closely related field. At least two (2) ICC commercial inspector certifications and at least two (2) ICC residential inspector certifications; ICC Certified Building Official preferred.

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: www.cityofcayce-sc.gov. **A valid SC Driver's License with a good driving record is required. Must provide DMV report at first interview. Application required.** EOE

**CITY OF CAYCE
CLASS DESCRIPTION
2019**

CLASS TITLE: CERTIFIED BUILDING OFFICIAL

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to govern the administration and enforcement of standard codes. The class is responsible for City ordinances and State laws. The class works within a general outline of work to be performed, develops work methods and sequences under general supervision.

ESSENTIAL TASKS

Supervises the daily performance and productivity of the Commercial and Residential Building Inspectors. Recruits, hires, trains, evaluates, develops, and disciplines these employees. Advocates teamwork and positive customer-service attitude among staff. Conducts regular staff meetings to improve building code administration, compliance, and enforcement.

Manages and conducts the comprehensive inspection of all types of new and existing construction in all occupancy groups, to insure compliance with all applicable building, electrical, mechanical, and plumbing, fire safety, handicapped, and energy conservation codes, and City-approved plans, specifications, and standards.

Oversees and performs plan review of all residential and commercial building plans.

Signs Certificates of Occupancy. Staffs The Construction Board of Adjustment. Contributes to Planning Director's preparation of recommended budget.

Coordinates with Permitting Supervisor to manage submittal and review of building plans, issuance of building permits, and inspection of new and existing residential/commercial/industrial buildings and structures.

Coordinates the administration of building codes with other City, County and State land use and development regulations, including those related to site clearing and grading, erosion control, storm water and floodplain management, road construction, zoning, subdivision, landscaping, water supply, and sewage disposal. Keeps Planning Director and other staff aware of problems discovered in field inspections.

Obtains all required International Code Council certifications within established deadlines, and assures the same for relevant staff.

Obtains and maintains all corresponding building codes enforcement officer registrations issued by the South Carolina Building Codes Council, and assures the same for relevant staff. Accordingly, accumulates a minimum of 12 hours per year of continuing education, abides by the Council's conflict of interest regulations, and assures the same for relevant staff.

Firmly, fairly, courteously, and consistently enforces building codes and other County development regulations. Directs the discovery of non-compliance with the building codes, and

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the issuance of corrective notices to responsible parties. Responds to escalation of customer service issues referred from staff.

Patrols the City for code violations and enforces code compliance.

Consults with architects, engineers, surveyors, developers, contractors, builders, trades craftsmen, and the general public in person, by telephone, and through correspondence. Assists customers with questions and interpretations concerning specific code sections, and their application to general and particular situations.

Supports City of Cayce's building damage assessment efforts after natural or other disasters.

Seeks to assess and reform department policies, procedures, and workflow to improve customer service, staff productivity, and management accountability. Encourages the adoption of appropriate information technology.

Helps develop and maintain complete, accurate, and current paper records and computer databases. Monitors and reviews the production of activity reports.

Assures efficient and appropriate use of City equipment, materials, and supplies. Promotes job safety among staff. Fills in for absent staff and vacancies, and performs other duties as assigned.

Supervises residential and commercial building inspectors in the performance of their duties.

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

Requires proficiency in entering data and creating reports based on that data.

PEOPLE INVOLVEMENT:

Requires persuading or influencing others in favor of a service, point of view, or course of action; enforces laws, rules, regulations, or ordinances.

INVOLVEMENT WITH THINGS:

Requires proficiency in Microsoft Word, Excel, and other Microsoft software products.
Requires proficiency in City's permitting software.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem solving.

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MATHEMATICAL REQUIREMENTS:

Requires using basic algebra and/or basic geometry involving circumferences, areas, and volumes.

LANGUAGE REQUIREMENTS:

Requires reading technical manuals; speaking to groups of employees; writing reports.

MENTAL REQUIREMENTS:

Requires performing work requiring the application of principles and practices of a wide range of technical methods in the solution of technical problems; requires general understanding of operating policies and procedures; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Required to be a Certified Building Official, or obtain Certification within 2 years.

Associate degree in building technology, construction management, mechanical, electrical, plumbing and building construction, architectural science or closely related field required.

Must have a thorough understanding of all facets of construction methods and practices, and properties of materials and soils. Must be able to read, interpret and apply blueprints and other technical drawings to architectural, electrical, mechanical, plumbing, and other building systems. Must be able to understand and apply all mandatory building codes adopted for use in South Carolina:

International Building Code;

International Fire Code;

International Plumbing Code;

International Mechanical Code;

International Fuel Gas Code;

International Energy Conservation Code;

International Residential Code;

National Electrical Code;

ICC/ANSI A117.1 Accessible and Useable Buildings and Facilities; and

Building Energy Efficiency Standards Act.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver's license.

Must possess at least two (2) ICC commercial inspector certifications and at least two (2) ICC residential inspector certifications

Must obtain Commercial Plans Reviewer Certification within 12 months of being hired.

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EXPERIENCE REQUIREMENTS:

Five years of experience in building construction, code enforcement and inspections, or any equivalent combination of training, education, and experience, which provides the required knowledge, skills, and abilities.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, and explosives.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

JUDGMENTS AND DECISIONS

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Requires being responsible to supervise and guide others, requiring frequent decisions, affecting the individual, co-workers, and others whom depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.

ADA COMPLIANCE

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

SOUTH CAROLINA RETIREMENT SYSTEMS