

Excellent Employment Opportunity

CODE ENFORCEMENT OFFICER.BUILDING INSPECTOR

\$35,144.99 - \$48,143.29 DOE

The City of Cayce currently has a position available as a Code Enforcement Officer/Building Inspector who will be responsible for performing a variety of activities to facilitate compliance with the City's Zoning and General Codes of Ordinances, including activities involving business licensing, permitting, zoning matters, community outreach, community development and other administrative functions.

- Requires Associate's Degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education
- One year of full-time experience performing investigative work which includes enforcing established laws, codes or regulations such as building, fire, health, land use/zoning, penal or vehicle codes; OR an equivalent combination of training and experience
- Working knowledge of the International Building Code, International Mechanical Code, International Plumbing Code, International Residential Code and the National Electrical Code; working knowledge of current construction methods, materials, tools and equipment

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



Job Title:	Code Enforcement Officer/Building Inspector	Department/Loc:	Planning and Development
FLSA Classification:	Non-Exempt	Date Drafted:	June, 2016
Reports To:	Director of Planning and Development		

Position Summary

The Code Enforcement Officer/Building Inspector will be responsible for performing a variety of activities to facilitate compliance with the City’s Zoning and General Codes of Ordinances, including activities involving business licensing, permitting, zoning matters, community outreach, community development and other administrative functions.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Inspects construction work for which a building permit is required
- Inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of all building codes in Section 10-31 of the General Code of Ordinances
- Inspects building projects to ensure construction proceeds in accordance with plans approved with the building permit
- Reads and interprets adopted codes, technical manuals, drawings, instructions, specifications as related to construction projects
- Works with the public at the permit counter and on the phone to answer basic code questions
- Routinely patrols the City to identify code violations
- Communicates with property owners to resolve code violations
- May be required to issue Uniformed Summons to Court for violations of City Ordinances
- May be required to testify and present a case in a court of law
- Maintains logs and inspection reports. Prepares a variety of studies, reports and related information for decision-making purposes
- Receives, investigates and responds to public inquiries, requests for assistance and complaints regarding the City’s zoning ordinance and related activities
- Assists with assigned operations in the planning and zoning areas to achieve goals within available resources
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures
- Enforces and promotes compliance with all provisions of the zoning ordinance, including signage, front-yard parking, over-occupancy, illegal dwelling units, etc.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; recommends any actions necessary to correct deviations or violations
- Interprets and applies City comprehensive plan, codes, ordinances, and regulations pertaining to zoning, land use, and site development



- Participates in department marketing and public relations efforts; makes public presentations to inform the public about department projects and programs
- Assures that assigned areas of responsibility are performed within budget
- Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, attending meetings, etc.
- Attends training, conferences, seminars, meetings, etc., to enhance job knowledge and skills and maintain certifications
- Provides technical assistance and information to citizens, property owners, land developers, staff members, City officials, or other individuals regarding project issues, applicable ordinances, planning/development issues, and related issues; responds to questions/complaints and initiates problem resolution
- Participates in safety training, makes suggestions as necessary; serves on inspection teams when appropriate
- Works according to good safety practices as posted, instructed, and/or discussed
- Follows safety rules and regulations and uses personal protective equipment
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness

Position Responsibilities- Non-Essential/Other

- May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated
- Serves as a member of various staff committees as assigned
- Other duties as assigned

Essential Skills and Experience

- Requires Associate's Degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education
- One year of full-time experience performing investigative work which includes enforcing established laws, codes or regulations such as building, fire, health, land use/zoning, penal or vehicle codes; OR an equivalent combination of training and experience
- Skill in the operation of the listed tools and equipment:
 - a. Personal computer, including word processing
 - b. Motor vehicle
 - c. Calculator
 - d. Phone
 - e. Standard office Equipment
 - f. Measurement tools and other related equipment
- Ability to: communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public; establish effective working relationships; quickly comprehend the process of business licensing and permitting
- Working knowledge of the International Building Code, International Mechanical Code, International Plumbing Code, International Residential Code and the National Electrical Code; working knowledge of current construction methods, materials, tools and equipment



- Ability to read and interpret construction plans and specifications
- Ability to detect hazards and violations and recommend corrective measures during field inspection work; ability to enforce regulations with firmness, consistency, tact and courtesy in field inspection work; ability to communicate effectively verbally and in writing; ability to remain calm, objective and impartial under stressful conditions; ability to establish and maintain effective working relationships with employees, other departments, contractors and the general public.

Beneficial Skills and Experience

- I.C.C. certified inspector as a Commercial Building Inspector or a Residential Combination Inspector; or alternatively may be an I.C.C. certified Residential Building Inspector strongly preferred

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

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|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

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



The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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