



Job Title:	Building Official	Department/Loc:	Planning and Development
FLSA Classification:	Exempt	Date Drafted:	August 2025
Reports To:	Director of Developmental Services		

Position Summary

Under limited supervision, the Building Official will be responsible for administering and enforcing all applicable building codes, overseeing inspections and permitting, managing floodplain development, and ensuring the safety and integrity of all construction within the City of Cayce. This position supervises building inspection staff, coordinates with other city departments, and ensures regulatory compliance with state and federal requirements.

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.

- Supervises, trains, evaluates, and develops Commercial and Residential Building Inspectors; recruits and disciplines staff as necessary. Encourages teamwork and a positive customer-service attitude; holds regular staff meetings to support code compliance and professional development.
- Manages and conducts inspections of new and existing residential, commercial, and industrial construction to ensure compliance with all relevant building, electrical, mechanical, plumbing, fire safety, energy conservation, accessibility, and zoning codes.
- Oversees plan review of all residential and commercial projects; signs Certificates of Occupancy and provides staff support to the Construction Board of Adjustment.
- Coordinates closely with the Permitting Supervisor to manage building plan submittals, permit issuance, and inspection scheduling.
- Ensures coordination of building code administration with other local, county, and state development regulations, including erosion control, stormwater, grading, zoning, landscaping, and utility connections.
- Serves as the City's Floodplain Administrator; ensures compliance with the City's Flood Damage Prevention Ordinance, FEMA regulations, and the National Flood Insurance Program. Manages CRS certification cycles, elevation certificates, and conducts post-disaster damage assessments.
- Responds to escalated customer service concerns; provides technical interpretation and code guidance to architects, engineers, builders, contractors, and residents.
- Leads enforcement of building codes and applicable development regulations; issues corrective notices and ensures timely resolution of code violations. Regularly patrols the city for potential violations.
- Promotes continuous improvement of departmental policies, procedures, and workflows to enhance customer service, productivity, and accountability.
- Encourages the adoption of appropriate information technologies; ensures accurate documentation and reporting through paper and digital systems.
- Assures proper use and maintenance of City equipment and materials; promotes job safety and fills in during staff absences or vacancies.
- Maintains required certifications from the International Code Council and the South Carolina Building Codes Council; ensures all staff maintain appropriate certifications and continuing education.



- Contributes to departmental budget preparation and supports citywide emergency management and disaster recovery operations.
- Performs other duties as assigned.

Position Responsibilities- Non-Essential/Other

- Serves as a member of various staff committees as assigned
- Other duties as assigned

Essential Skills and Experience

- Must become American Association of Code Enforcement Certified Code Enforcement Administrator within one year
- Must have International Property Maintenance Certification or State certification as a Plans Examiner and certified through ICC as a Building Official.
- Must possess or be able to obtain within one year of hire date the Certified Floodplain Manager certification from the Association of State Flood Plain Managers
- Skills 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 public; establish effective working relationships; quickly comprehend the process of business licensing and permitting
- Ability to develop effective interpersonal relationships with a variety of people

Beneficial Skills and Experience

- Associate's Degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education

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

- | | | | |
|---------------------|------------|---------------------|--------------|
| • 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

- | | | |
|--------------|----------------|---|
| • 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
Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed