



JOB TITLE:	Residential Building Inspector	SUPERVISES OTHERS:	No
REPORTS TO:	Planning Director	DIVISION:	Planning
CLASSIFICATION:	Non-Exempt, Hourly	POSITION TYPE:	Full-Time
SCHEDULE REQUIREMENTS:	Regularly scheduled workweek, Monday through Friday, during standard operating hours, averaging 40 hours weekly.		
POSITION LOCATION:	10 N. Roosevelt Street York, South Carolina 29745	TRAVEL REQUIRED:	Some Travel [estimated 80%]
REVIEWED & APPROVED BY:		DATE:	

JOB DESCRIPTION

SUMMARY:

Performs technical building inspections and plans examining work to enforce compliance with building codes, regulations and ordinances. The Inspector researches new construction materials and methods; reviews plan for compliance with city, state and federal rules and regulations; and provides information to and works with the public to resolve problems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Make field inspections of building construction and its components in residential applications during various stages to assure compliance with applicable codes and regulations of city, state and federal agencies.
- Confers with architects, contractors, builders, and the general public in the field and office; prepares correspondence as required.
- Conducts reviews of construction, site, subdivision, and all other plans.
- Informs Planning Director of inspection progress and difficult or unusual situations.
- Maintains files, records, and reports regarding inspection and plan check activities and findings.
- Processes various zoning and permit applications.
- Investigates alleged violations of zoning ordinance and related policies.
- Responds to citizen complaints and concerns; serve due process letters to violators as necessary.
- Issues notices to comply on violations; maintain records of history of facts for possible legal actions.
- Attends and participate in public meetings as requested by the Planning Director.
- Maintains current knowledge and stays abreast of new trends and innovations in building inspection, plans examination and various subject matters pertinent to the field.
- Assists in the periodic revision of zoning, subdivision, landscaping, signage, and all other regulations.

- Maintains cleanliness of vehicle used for daily travel; performs or decides for routine preventive maintenance as required.
- Interacts and communicates with a variety of groups and individuals, including the Planning Director, City Manager, City Council, Planning Commission, Board of Zoning Appeals, Construction Board of Adjustments and Appeals, Board of Architectural Review, co-workers, clients, contractors, home owners, engineers, architects, utility companies, and the general public.

QUALIFICATIONS AND REQUIRED/PREFERRED SKILLS:

- Associate degree in engineering or other relevant field, supplemented by one to two years of experience in engineering, construction management, or building code enforcement.
- Journey level experience in the building construction trades, building technology industry, or related field.
- Must possess a variety of building, plumbing, electrical and/or mechanical inspection certifications as required or be able to obtain such certifications within the state mandates time frame.
- Excellent interpersonal, analytical, research, presentation, written, and oral communication skills.
- Ability and willingness to work collaboratively with other staff, vendors, contractors and the general public.
- Perform specialized technical work involving data collection, evaluation, analysis, and troubleshooting.
- Organized and detail-oriented with strong level of accuracy and the ability to multi-task.
- Ability to prioritize and adhere to strict deadlines.
- High level of integrity; ability to handle confidential information.
- Proficiency in Microsoft Office software to include Word, Excel, and Outlook required.
- Use computers for data entry, word processing, spreadsheets, PowerPoint presentations, or custom applications.
- Use calculators, engineering, and architectural scales.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

City of York is committed to furnishing and operating a place of employment free from recognized hazards that are causing or are likely causing death or serious physical harm to employees.

Some employees in certain positions may have direct contact with the general public and clients in office environments and/or work areas may pose risk exposure to a variety of behaviors, contagious diseases, or contact with service animals.

This position performs duties in indoor and outdoor environments; work alone; travel from site to site; may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments. The job may risk exposure to indoor environment, outdoor environment, noise, extreme temperatures and weather conditions, vibration, moisture and/or humidity, dust, fumes, gases, poor ventilation, mechanical hazards, chemical hazards, explosive hazards, burn hazards, biohazards and potential for violence/physical altercations. Employee may encounter frequent interruptions throughout the workday.

This position performs duties in an indoor and outdoor environments often requiring tasks involving standing, walking, gripping or feeling with hands, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, or crawling, tasting or smelling, seeing, talking, or hearing. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally

exposed to risk of electrical shock. Requires work that involves constantly lifting, pushing or raising objects up to 25 pounds. Work may require the use of protective devices such as masks, goggles, gloves, etc.

ACKNOWLEDGEMENT & UNDERSTANDING TO FULFILL

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements.

Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the City of York are employees “at-will” with future details denoted in our Employee Handbook. Employment with City of York is a voluntary one and subject to termination by you or the company, with or without cause, and with or without notice, at any time. I further understand that no employee of the company has the authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing.

To perform this job successfully, an individual must be able to perform the essential functions of the job satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. At any time should an employee feel they cannot meet any of the requirements, the employee must advise Human Resources, their immediate supervisor or any member of the management team to engage in an interactive process to see what, if any, reasonable accommodation may be made.

I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date