



**Town of Sullivan's Island, South Carolina
BUILDING INSPECTOR TRAINEE**

DEPARTMENT: Building Department
SUPERVISOR: Building Official/Town Administrator

FLSA: Non-exempt

SUMMARY:

Under direct supervision of the Building Official, employee will be responsible for learning all aspects of the Building Department and the Floodplain Management requirements for the Town. Position includes considerable contact with the public and other county, state and federal agencies.

DUTIES & RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Perform a variety of routine and complex technical work in building inspection field to ensure that uniform building, plumbing, mechanical, energy conservation and other codes and standards are met.
2. Performs on-site inspections of footings, foundations, framing, plumbing, mechanical systems, and other inspections as required in support of the Building Department.
3. Reviews new and existing structures for compliance with building and other pertinent codes.
4. Enforces building-related codes, including Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code and local codes, such as grading, filling and zoning, etc. Issues summons for building code non-compliance; testifies in court as necessary.
5. Maintains and updates records of building and inspection activity and completes related reports. Issues certificates and permits, as appropriate.
6. Assists with researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
7. Assists with review of building plans, calculations and specifications for proposed structures; assists Building Official with establishing estimated values of proposed construction.

8. Assists Building Official in resolving interpretation issues for inspections of buildings under construction and existing buildings for compliance with the adopted Plumbing, Mechanical, Building and Electrical Codes.
9. Maintains knowledge of relevant building codes and Town codes relevant to performing assigned job duties.
10. Prepares and maintains records of plans, inspections, letters and reports prepared or used in connection with all building inspections; responds to questions from property owners and builders; interprets codes under supervision by the Building Official.
11. Follows up on all conditional and temporary approvals as assigned.
12. Prepares informational handouts to help public understand regulations as directed.
13. Assists Building Official with flood plain management for Town, earning and maintaining required certifications, and performing duties associated with the Town's flood plain management as assigned.
14. Assists Building Official in reviewing and ensuring Town buildings and structures meet ADA compliance.
15. Attends meetings and workshops and reads technical literature to keep current on code.
16. Provides field and administrative support for Building Department operations as needed, including preparation of department reports and other documents, as directed.
17. Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
18. Provides routine customer service, on the telephone and with walk-ins, for building department related matters. Regularly interface with a wide variety of general public, to include residents, industry professionals and contractors, and other government agencies.
19. Operates a variety of computerized hardware and software, including proprietary Town software programs and general Microsoft office suite software. Learn and utilize new technology as needed.
20. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Construction Management/Science or Business Administration with one to three (1-3) years of experience building construction industry including plans review and field experience, or any equivalent combination of education and experience.

Special Requirements: Must possess and maintain a valid SC driver's license

Must possess (or be able to achieve within the annotated periods below, after employment) the following certifications:

1. International Codes Council (ICC) Certified Dwelling Inspector (1-2 family dwellings) within 6 months of hire
2. Certified Floodplain Manager license within one (1) year of hire
3. Certified Building Official license within three (3) years of hire and registered as a certified Building Official with the State of South Carolina
4. Other certifications as may be required for continued employment

REQUIRED PERFORMANCE APTITUDES:

Knowledge, Skills & Abilities

Considerable knowledge of the Building, Mechanical, Plumbing, Electrical and Energy Code; considerable knowledge of current building construction methods, materials, tools and equipment. Ability to detect hazards and violations and detail what the Codes require during field inspection work; ability to enforce regulations with firmness, tact and impartiality in field inspection work; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees; other departments, contractors, builders and the general public; ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress.

Some knowledge of environmental laws and processes pertaining to institutional controls

Technical Skills: Ability to learn and operate a variety of computer technology hardware and software, such as computers, hand-held devices, proprietary software programs and other general computer programs for administrative functions.

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives. Ability to multi-task and coordinate a variety of activities is essential.

Human Interaction: Requires the ability to effectively and professionally interact with a wide population range. Ability to work with other members of Town staff across multiple departments will essential to job performance. As such, excellent interpersonal and communication skills are required for this position.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information. Excellent communications skills required for this position.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL AND MENTAL REQUIREMENTS:

Physical Ability: Tasks require the ability to exert moderate, though not constant, physical effort.

Required mobility and tactile abilities to perform essential functions of the job: ability to use hands-to-fingers to handle, feel or operate objects, tools or controls; ability to reach with hands and arms. Essential job duties require the ability to stand, walk, kneel, crouch, crawl, and lift, carry, push/pull objects and materials of moderate weight (12-50 pounds). The ability to sit for periods of time may be required.

Sensory Requirements:

Vision: Some essential tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals, to include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Hearing: Some essential tasks require the ability to hear and communicate orally.

Smell: Some essential tasks require the ability to discern odors.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as temperature and weather extremes, traffic hazards, or violence.

SAFETY REQUIREMENTS:

Maintain regular safety/risk training, as required, to safely perform job duties.

Must maintain, in good working order, and utilize assigned personal protective equipment (PPE) to safely perform field inspections and other required job duties.

Must adhere to Town general safety standards at all times, to include drug/alcohol and tobacco-free work environments.

	LOW	MEDIUM	HIGH
Salary range:	\$35,000/annualized		\$40,000/annualized

The Town of Sullivan’s Island, South Carolina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.