



Job Title: Building Inspector

Department: Building Codes

Job Type: Full-Time

The purpose of this classification is to inspect new construction and alterations of residential, commercial, and other structures within the City for compliance with building codes and related regulations, and to perform related work as assigned. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

ESSENTIAL TASKS

- Management may assign additional tasks related to the type of work of the class, as necessary.
- Conducts field inspections at residential and commercial construction sites for code compliance, including new construction, alterations, and repairs: reviews and verifies permit and licensing requirements; inspects installations and construction activities; reviews approved building plans; examines rough-ins, framing, electrical and plumbing systems, footings, roofing, insulation, mechanical systems, etc.; and ensures actual construction conforms to approved plans.
- Prepares inspection reports; prepares and issues notices of correction and stop work orders, as necessary.
- Reviews architectural plans, engineering drawings and specifications to ensure compliance with applicable codes, regulations, and ordinances; and approves/denies and issues building permits. Receives and investigates building code and City ordinance complaints.
- Explains, interprets, and provides guidance regarding applicable codes and compliance requirements to contractors, engineers, architects, developers, property owners and others; conducts code research for customers as requested.
- Follows up on each case to verify corrections have been made to comply with codes; issues violation notices and prepares cases for prosecution in the event of non-compliance; testifies in court, as necessary.
- Conducts inspections of businesses to ensure proper licensure and taxation: makes site visits; researches and identifies businesses or other entities requiring business licensing; advises business
- owners of violations and actions needed to correct deviations; issues citations for violations as needed; and maintains related documentation.
- Maintains a variety of logs and records related to inspection and enforcement activities; and maintains assigned vehicles and equipment.
- Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
- Performs general clerical work as required, including preparing reports and records, entering and retrieving computer data, copying and filing documents, attending meetings, answering the telephone, etc.

- Attend training, conferences, meetings, etc., to enhance job knowledge and skills and maintain certifications.

MINIMUM QUALIFICATIONS:

- High school diploma or GED; associate degree or technical training in construction, engineering, architecture, or related field preferred.
- Two to five years of experience in building inspection, construction trades, or a related field.
- ICC certification(s) required or ability to obtain within 12 months (e.g., Residential Building Inspector, Building Inspector, or Combination Inspector).
- Valid driver's license with acceptable driving record.

SPECIAL LICENSES AND CERTIFICATIONS: Must possess and maintain International Code Council (ICC) Residential and Commercial Building Inspections certifications, or be able to obtain certification within one year in accordance with State law; must possess and maintain a valid South Carolina driver's license.

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.

PEOPLE INVOLVEMENT: Requires persuading or influencing others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

INVOLVEMENT WITH THINGS: Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones, or similar equipment; may service office machines, including adding paper and changing toner.

REASONING REQUIREMENTS: Requires performing skilled work involving rules/systems with almost constant problem-solving.

MATHEMATICAL REQUIREMENTS: Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes, and/or computing discounts and interest rates.

LANGUAGE REQUIREMENTS: Requires reading technical instructions, procedures, manuals, and charts to solve practical problems; composing routine reports and specialized reports, forms, and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS: Requires doing specialized technical or entry-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS:

PHYSICAL AND DEXTERITY REQUIREMENTS: Requires medium work that involves walking, standing, stooping, crouching, crawling, kneeling, stretching, reaching or lifting some of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS: The job may risk exposure to dust and pollen, extreme heat and/or cold, wet, or humid conditions, fumes and/or noxious odors, traffic, construction hazards, moving machinery, electrical shock, heights, disease/pathogens.

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

JUDGMENTS AND DECISIONS: Responsible for guiding others, requiring frequent decisions affecting co-workers and others who depend on the service or product; work in a somewhat fluid environment with rules and procedures but with many variations from the routine.

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