

Chief Codes Inspector

FLSA Status: *Exempt*

General Definition of Work

The Chief Codes Inspector reviews building plans and inspections of all construction sites to ensure compliance with all codes as required by law and regulation and established Town construction practices and procedures. The work is performed under the supervision and direction of the Building Official, but considerable leeway is granted for the exercise of independent judgment and initiative. Establishes and maintains effective working relationships with the Director of Growth Management, other Town management and personnel, area businesses, homeowners, contractors, architects, engineers, developers, other related professionals, and the general public. The principal duties of this class are performed at various properties and construction sites.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of the specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Coordinates inspections of construction sites and structures to ensure compliance with all codes as required by law and regulation and established Town construction practices and procedures.

Conducts inspection of construction sites and structures for compliance with all building, plumbing, electrical, gas, energy and mechanical codes as adopted by the Town, the Unified Development Ordinance regarding setbacks and buffers, and ensures construction is in accordance with approved plans, including completing job site reports of specific violations, and documenting inspection history in computerized tracking program.

Interprets codes and regulations and explains permit and compliance conditions.

Documents and maintains complete and accurate records of all inspections and any regulatory actions taken, including preparing written reports and correspondence, and issuing notices to correct code violations.

Confers with and provides information regarding code requirements to developers, engineers, architects, property owners, the public, and other interested parties as required.

Addresses any complaints or problems from concerned parties, and takes appropriate measures to ensure an expedient resolution or customer satisfaction in a timely and courteous manner.

Investigates complaints regarding unauthorized or non-compliant construction, and issues “stop work orders” as necessary.

Monitors and enforces the Town’s addressing ordinance as required.

Informs supervisor of any problems or potential problems with construction and makes suggestions for solution to problem.

Reviews, approves, or denies single family building plans and drawings for new construction, remodeling, or renovations to ensure compliance with the Unified Development Ordinance and Building code compliance, including contacting contractors regarding needed information, documenting possible plan violations, determining Flood Zones compliance with FEMA requirements, and determining required inspections based on construction plans and drawings, and attaching inspection items electronically in Computerized tracking program.

Provides inter-department and intra-departmental cross training instruction and guidance in inspector’s field of specialization, including conducting inter-departmental cross-training, managing on site team inspections, tutoring other inspectors in preparation for certification exams, and providing information and advice to other Town staff.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Participates in post disaster recovery plan, including conducting on site inspection of properties following declared disasters, assessing structures for damage, and determining safety and habitability of all structures.

Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

Responds to citizens' questions and comments in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Performs emergency or disaster-related duties as assigned.

Demonstrates regular attendance consistent with assigned schedule.

Performs other duties as apparent or assigned.

Schedule maintenance for Growth Management vehicles.

Issue notice of violations, stop work orders and citations. Represents Town in court; testifies regarding code violations.

Issue notice of violations and citations for business license when construction relayed. Represents Town in court; testifies regarding code violations.

Review Neighborhood Assistant Program (NAP) applications, meet with owners and contractors for type of repairs and cost estimate. Inspect approved work for completion and payment.

Monitor and report field problems with iG Inspect to Customer Service Manager.

Knowledge, Skills and Abilities

Comprehensive knowledge and understanding of all applicable federal, state, and local codes related to required work and construction industry practices, methods, operation, and materials; comprehensive knowledge of the department's policies and procedures; comprehensive knowledge of federal, state and local codes and ordinances applicable to specialized area(s) of assignment; comprehensive knowledge of investigation techniques and methods of inspection; comprehensive knowledge of methods and techniques of the construction trade(s) applicable to specialized area of assignment; ability to effectively supervise, train, and evaluate the work of others; understanding, interpreting and making recommendations on construction plans, construction codes, ordinances and blueprints;

must effectively and assertively enforce specifications and regulations in a fair and impartial manner; analysis of maps, codes, and legal descriptions, and ability to make appropriate judgments on compliance or non-compliance issues; effectively communicates with others, both orally and in writing, using both technical and non-technical language; understands and follows oral and/or written policies, procedures, and instructions; prepares and presents accurate and reliable reports containing findings and recommendations; operates a personal computer using standard or customized software applications appropriate to assigned tasks; uses logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; performs a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; quickly learns and puts to use new skills and knowledge brought about by rapidly changing information and/or technology; possesses integrity, ingenuity, and inventiveness in the performance of assigned tasks.

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Education and Experience

Associate's Degree in construction or related field; and extensive (at least 10 years) work experience in field of specialization as foreman or manager; or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, reaching with hands and arms and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; exposure to a variety of weather conditions and terrains for extended periods of time; work is generally in a moderately noisy location (e.g., business office with copy machines, telephones and/or computer printers, light traffic).

Special Requirements

International Code Council (ICC) Level 1 Certification.

Possession of an appropriate driver's license valid in the State of South Carolina.

Salary is negotiable based on experience. EOE. We offer excellent benefits and a great place to work.

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