CITY OF HARTSVILLE, SOUTH CAROLINA
JOB DESCRIPTION

Title: Chief Building Official
Department: Business Navigator
Division: Code Inspection and Business Development

GENERAL PURPOSE

Manages, organizes, plans and coordinates business development, including, but not limited to, plan reviews, building inspections, enforcement, permit processing and administrative functions and ordinance administration; provides highly responsible professional technical expertise, guidance and support to ensure compliance with standards to safeguard public safety and property related construction, design, quality of material, use, occupancy, location and maintenance of structures, and performs other job related work as required.

SUPERVISION RECEIVED

Under broad supervision, exercises discretion and independent judgment, reports to the **Assistant to the City Manager.**

SUPERVISION EXERCISED

Supervises the Development Project Manager, Office Coordinator, and Codes & Licensing Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as Business Navigator Team Leader.

Schedules and conducts inspections of new and existing structures, construction, and remodel sites for compliance with building codes. Resolves compliance issues with owners within scope of knowledge and authority; enforces all building and safety codes; explains interprets and provides guidance and technical advice regarding all applicable codes to architects, engineers, contractors, developers and other interested parties.

Coordinates with the Fire Department for building code review, fire inspection activities, and occupancy permit approvals, including reviews of any changes or additions to existing systems and review of new fire suppression systems.

Serves as Flood Plain Manager.

Enforces property and building maintenance codes; condemns and ensures removal of dilapidated structures.

Performs building code and handicap accessibility inspections; issues certificates of occupancy.

Coordinates plan reviews, inspections and enforcement actions.

Coordinates permitting functions, including application, fee assessment and collection, permit issuance, inspection and occupancy.

Responds to complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Issues warnings and citations for code violations.

Enforces business license regulations.

Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance; responds to complex and sensitive building issues; responds to complaints regarding the maintenance of properties.

Examines building plans of all types to determine compliance with code requirements and related regulations.

Provides technical building code advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Prepares a variety of studies, reports and related information decision-making purposes. Reports unresolved discrepancies/problems to the Director.

Determines work procedures; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Assists with budget preparation and department strategic planning.

Attends conferences, seminars, meeting and other training to keep abreast of current trends.

Drafts and recommends amendments to ordinances under the supervision of the Director, Special Projects.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

PERIPHERAL DUTIES

Serves on various committees as assigned.

Assists other departments as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

a) ICC Certified Building Official or ability to obtain required; Associate degree in building technology, construction management, mechanical, electrical, plumbing and building construction, architectural science or closely related field preferred; and,
b) Five (5) years of experience in building construction, code enforcement and inspections; or
c) Any equivalent combination of training, education, and experience, which provides the required knowledge, skills, and abilities.

Necessary Knowledge, Skills and Abilities:

a) Thorough knowledge of: adopted building and license codes, subdivision, land use and zoning regulations; and;
b) Skill in the operation of the listed equipment and application of building codes;
c) Ability to: establish effective working relationships with contractors, developers, architects, engineers, owners, general public, supervisor and co-workers; communicate effectively, orally and in writing; to read and understand complicated plans and blueprints; interpret, explain, and apply building and licensing codes, inspection methods, relevant laws and departmental rules and regulations; and analyze, interpret, and check complex plans, specifications, and calculations.

SPECIAL REQUIREMENTS

a) Must obtain and maintain license as a Building Official by SCLLR and SBCC
b) Must possess a valid South Carolina driver's license.
c) May be required to possess and maintain additional certifications, including but not limited to plans examiner, combination inspector, master code professional

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; calculator; portable radio; pager; phone; fax machine; ladder or scaffolding; measurement tools, and other related equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or walk; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and is occasionally exposed to wet and/or humid conditions, or risk of electric shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and reference check; drug screening and medical examination; other job related tests may be required.

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