



CITY OF SENECA  
221 East North First Street  
Seneca, South Carolina 29678  
(864)885-2700 Fax: (864)885-2701  
[www.Seneca.SC.US](http://www.Seneca.SC.US)

## City of Seneca – Position Description **BUILDING OFFICIAL**

### **GENERAL PURPOSE**

This position is responsible for a wide range of building and property maintenance related services, including plan review, permit review, inspections, code enforcement, meetings with residents, contractors, developers and other professionals to discuss proposals and applicable building codes.

Oversee building inspections and protects the life and property of the City by enforcing code compliance on construction projects within the City limits. Administers and enforces city ordinances and adopted codes, including the International Property Maintenance Code. This position may require reporting outside the normal scheduled hours for emergencies and other unusual circumstances. Reports to the Planning Director.

### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Enforces all building and safety codes; explains, interprets and provides guidance regarding all applicable codes to architects, engineers, contractors, developers and other interested parties.

Reviews building construction plans and documents required for permitting to ensure codes compliance and to find potential problems and code violations to be resolved before construction begins.

Reviews building permit requests for construction projects, as necessary.

Reviews and issues all permit applications for grading, mobile home, moving structures, demolition, and swimming pools.

Oversees Americans with Disabilities Act (ADA) compliance for public and private buildings.

Performs building, electrical, plumbing, and mechanical inspections on construction projects within the city limits, including but not limited to footings, rough-ins, concert slab, electrical, plumbing, mechanical/HVAC systems, gas, framing, finals with/without a certificate of occupancy, mobile setups.

Performs property maintenance inspections for commercial, residential, vacant and other properties within the city limits.

Prepares various reports and records of inspection results. Corresponds with parties regarding the results of inspections and requirements to bring violations into compliance. Files permits and correspondence to track progress of projects.

Enforces all city codes relating to building and property maintenance.

Prepares detailed records and reports of all inspections conducted and enforcement activities.

Issues summons and appears in court representing the City in the prosecution of violations of municipal codes and ordinances.

Surveys the city looking for unpermitted or unlicensed work in progress and state license violations; enforces municipal ordinances for buildings and related permits regarding new construction, additions, alterations, and demolitions to existing buildings within city limits.

Reviews current trends and developments in the field of building construction and inspections. Makes recommendations and, prepares revisions to the municipal codes and ordinances or national/state codes by reference.

Provides assistance to developers and design professionals with code interpretations and City policies.

Provides assistance to fire inspectors on finals inspections and in the issuance of certificates of occupancy.

Establishes and maintains professional and effective working relationships with contractors, architects, engineers, subordinates, customers, trainees and other City employees.

Other duties as needed and assigned by the department director.

## **PERIPHERAL DUTIES**

Enforces construction permit requirements.

Routinely surveys/inspects the entire City, proactively looking for violations and enforces municipal ordinances, building codes and property requiring buildings and related mechanical permits for all new construction, additions and alterations to existing building within the city limits.

Fills in for other positions within the department as needed or directed.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Associates Degree in architecture, building science, construction science or structural engineering; and
- (B) Five (5) years full-time experience of building inspection; or
- (C) Any equivalent combination of education and experience.
- (D) ICC Residential Plan Examiner certification desired.
- (E) Must be certified through the South Carolina Building Codes Council as a Residential Combination inspector (G3) or can obtain the certification within a specified time frame and must be subsequently certified as a Building Official (G1) within 12 months of hire or certification of General Combination Inspector.
- (F) Must possess a valid South Carolina Driver's License and acceptable Motor Vehicle Record.

#### Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of building, electrical, and mechanical codes.
- Thorough knowledge of building inspection techniques.
- Thorough knowledge of life safety and building codes with the ability to review and work with plans and specifications to detect infractions in workmanship and/or materials and to evaluate the quality of life safety and building construction requirements.
- Thorough knowledge of applicable federal, state, and local laws, statutes, codes, and ordinances including the NFPA Electric Code.
- Thorough knowledge of the methods, practices, materials, codes and laws used in building construction including carpentry, electrical, mechanical and plumbing.
- Skill in the operation of the tools and equipment listed below.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with employees, other agencies, and the general public.
- Ability to meet special requirements listed below.

#### **TOOLS AND EQUIPMENT USED**

Computer, Vehicle, Radio, Phone, Camera, Ladders, Maps, Protective Clothing, Ticket Book, Blueprints, Guidebooks, Measuring Instruments, Public Records, Electrical Testing Equipment, Code Books, Fire Extinguishers.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- The employee regularly works in outside weather conditions including inclement weather.
  - The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
  - The noise level in the work environment is quiet in the office and loud in the field.
- 

*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.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*