

**CITY OF SENECA**

**POSITION DESCRIPTION**

**Residential Building Inspector/Code Enforcement Officer**

**GENERAL PURPOSE**

Ensures code compliance on residential construction projects within the City limits. Administers and enforces city ordinances and adopted codes, including the International Property Maintenance Code. 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**

Performs building, electrical, plumbing, and mechanical inspections on construction projects within the City limits.

- Verifies that field installations meet minimum code requirements and design requirements.
- Inspects footings and rebar-size.
- Inspects grade of slab and verifies termite treatment.
- Inspects plumbing under slab, rough-in and final inspection.
- Inspects mechanical systems at rough-in and final inspection.
- Inspects electrical systems under slab, at rough-in and final inspection.
- Performs building and framing foundation and final inspections.

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

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

Prepares various reports and records of inspection results. Corresponds with parties regarding 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 residential building and property maintenance.

Reviews residential construction plans for compliance with all applicable building codes.

Consults with architects, engineers, contractors, citizens, business community and commissions to provide technical advice and direction for compliance with municipal codes.

Performs administrative and public relations work designed to ensure compliance with building, nuisance, and meets with owners and contractors to explain the provisions of the codes.

Enforces municipal laws regarding the production, storage, sales, and use of explosive and hazardous materials.

Upon the request of the Police Department, responds to City related structure fires and other disasters for investigation assistance.

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

Provides information to various city boards and commissions as required.

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

Determines compliance with fire lanes and recognized handicapped parking requirements.

### **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, or building science; and
- (B) Two (2) years full-time experience of building inspection/ and or code enforcement; or
- (C) Any equivalent combination of education and experience.

#### 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 American National Standards Institute.
- 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.

## **SPECIAL REQUIREMENTS**

- (A) Must possess, or be able to obtain by time of hire, a valid SC driver's license.
- (B) Must be certified through the South Carolina Building Codes Council as a Residential Combination Inspector (G3) and as a plans examiner, or have the ability to obtain the certification within 12 months of hire.

## **TOOLS AND EQUIPMENT USED**

Computer, Vehicle, Radio, Phone, Camera, Ladders, Maps, Protective Clothing, Ticket Book, Blueprints, Guide Books, Measuring Instruments, Public Records, Electrical Testing Equipment, Code Books, Fire Extinguishers and other fire suppression equipment.

## **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.

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*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.*

2/27/25