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**Town of Bluffton, SC**

**JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Building Inspector I**

**Department: Growth Management**

**Pay Grade:** **10**

**FLSA Status:**  **Non-Exempt**

**JOB SUMMARY**

The purpose of this position is to inspect construction sites and structures to ensure compliance with all codes required by law and regulation and established Town construction practices and procedures for the Town of Bluffton (Town).

**ESSENTIAL JOB FUNCTIONS**

* Establishes and maintains effective working relationships with the building officials, other Town management and personnel, area businesses, homeowners, contractors, architects, engineers, developers, other related professionals, and the general public.
* Responds to internal and external customer questions and comments in a courteous and timely manner.
* Conducts inspections of construction sites and structures for compliance with all building, plumbing, electrical, gas, energy, and mechanical codes as adopted by the Town including other Town ordinances regarding setbacks and buffers; notes specific violations; ensures construction is in accordance with approved plans including completing job site reports of addressing any specific violations; and documents inspection history in computerized tracking program.
* Interprets codes and regulations; explains permit and compliance conditions.
* Keeps daily logs including photographs for recordkeeping and verification purposes.
* Uses survey instruments, meeting devices, and test equipment in performing inspections.
* Verifies alignment, level, and elevation of structures to ensure building meets specifications.
* Documents and maintains complete and accurate records of all inspections and any regulatory actions taken; prepares written reports and correspondence; and issues 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.
* Addresses any complaints or problems from concerned parties; takes appropriate measures to ensure an expedient resolution in a timely and courteous manner.
* Investigates complaints regarding unauthorized or non-compliant construction; issues “stop work orders” as necessary.
* Reviews, approves, or denies single family building plans and drawings for new construction, remodeling, or renovations to ensure compliance with applicable ordinances; contacts contractors regarding needed information; documents plan violations; determines flood zones and compliance with FEMA requirements; and determines required inspections based on construction plans and drawings.
* Educates and trains superintendents and subcontractors on code, compliance, and efficiency.
* Conducts research on code related issues and manufacturer’s specifications.
* Participates in post disaster recovery plan, including conducting on-site inspection of properties following declared disasters; assesses structures for damage; and determines safety and habitability of all structures.
* Communicates and coordinates regularly with appropriate parties to maximize the effectiveness and efficiency of operations and activities.
* Performs other related duties as assigned.

**QUALIFICATIONS**

**Education and Experience:**

High school diploma or equivalent; and five (5) years of work experience in the building construction field; or equivalent combination of education and experience.

**Licenses or Certifications:**

Valid South Carolina driver’s license.

**Special Requirements:**

None.

**Knowledge, Skills and Abilities:**

* Knowledge of applicable federal, state, and local codes related to required work.
* Knowledge of construction industry practices, methods, operations, and materials.
* Knowledge of investigation techniques and methods of inspection related to the construction trades.
* Knowledge of Department policies and procedures.
* Skill in communicating, both verbally and in writing.
* Skill in being tactful, discrete, and persuasive.
* Skill in delivering customer service.
* Skill in using computers and related Department software.
* Ability to enforce regulations in a fair and impartial manner.
* Ability to interpret, analyze, and make recommendations on construction plans, construction codes, ordinances, and blueprints.
* Ability to work outdoors in a variety of weather conditions for extended periods of time.
* Ability to work in a fast-paced environment.

**PHYSICAL DEMANDS**

The work is medium work. The employee is frequently required to apply 30 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 50 pounds of force to move objects. In addition, positions in this classification typically require balancing, climbing, crawling, crouching, feeling, grasping, handling, perceiving sounds at normal speaking levels, discriminating among sounds, kneeling, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by the spoken word, shouting to be heard above ambient noise, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/operate motor vehicles or equipment/inspect defects or fabricate parts, and walking.

**WORK ENVIRONMENT**

Duties are generally performed in a moderately noisy location (e.g., construction sites; office location with computer, telephone, and other related equipment. Work involves exposure to a variety of weather conditions and terrains for extended period of time.

***The Town of Bluffton has the right to revise this job description at any time. This***

***description does not represent in any way a contract of employment.***

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Employee Signature Date

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Supervisor (or HR) Signature Date

*The Town of Bluffton commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*