

Town of Edisto Beach

Zoning/Building Inspector

DEPARTMENT	Building	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Non-Exempt	SUPERVISORY	No
REPORTS TO	Building Code Administrator	CIVIL SERVICE	No
STATUS	Full-time	EFFECTIVE DATE	TBD
SCHEDULE	Monday-Friday, 8-4:30	SAT., SUN., HOLIDAYS	Occasionally
OVERTIME	As Needed	PAY RANGE	TBD

GENERAL STATEMENT OF DUTIES

Performs professional work promoting, facilitating, and coordinating planning, zoning and development activities for the Town; and performs related duties as required. Duties reflect research, analytical and public contact skills. Considerable tact, courtesy and firmness must be exercised in contact with the Town Council, staff and various boards and committees and the general public. Work is performed under the general supervision of the Building Code Administrator, but is carried out with considerable independence in accordance with established procedures and policies. The principal duties of this class are performed in a general office and field environment.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Reviews applications for variances, conditional use permits, subdivisions and zoning changes; prepares recommendations to the Planning and Zoning Board of Appeals, Town Administrator, and/or Town Council consistent with Town Codes.
2. Coordinates assistance on planning and zoning issues with the Town Building Official.
3. Reviews building permits, including review of site plans and identification of changes necessary to site plans for new residential construction, remodels, additions, garages and other miscellaneous items, and forwards requests to the building official.
4. Initiates enforcement proceedings when code violations occur; prepares letters and/or contacts property owners by phone; refers to Town Attorney if unresolved.
5. Provides planning and technical support to the Planning Commission
6. Meets with property owners to resolve zoning conflicts with neighbors.
7. Answers general questions regarding legal descriptions, floodplain information, zoning, census, and general community information.
8. Works with Building Code Administrator regarding review of buildings in relation to site plans after blueprints have been stamped.
9. Reviews development plans for local zoning requirements with other staff members.
10. Reviews routine sign applications.
11. Maintains all necessary records for day-to-day activities and permanent file.
12. Assists Building Code Administrator in developing long-range strategic plans.
13. Attends Planning Commission, Zoning Board of Appeals and Town Council meetings as necessary; prepares agenda items pertaining to variance requests and prepares other

information as requested by the Building Code Administrator or Planning Commission or Town Council.

14. Assists the Building Code Administrator with projects or proposals.
 15. Assists with reviewing and updating the Town's comprehensive plan.
 16. Assists the Economic Development Authority on special projects and research as needed.
 17. Assists interested groups with building design, signage and historic preservation in the town.
 18. Coordinates volunteers who assist with developmental activities.
 19. Make recommendations jointly with Building Code Administrator to amend Ordinances.
 20. Prepares a variety of correspondence, agendas, reports and updates.
 21. Perform building inspections in the absence of the Building Code Administrator.
 22. Performs other duties as apparent or as delegated.
 23. Become certified in two or more building related disciplines, i.e. building, electrical, plumbing, and mechanical, in a one year period.
 24. Assists Building Code Administrator with the CRS program.
 25. Responds to Freedom of Information requests for Building Department
 26. Prepares and advertises advertisements and legal notices of public hearings and special meetings.
 27. Obeys safety rules and exercises caution in all work activities.
 28. Maintains harmony among co-workers and uses the highest ethical discretion when dealing with Town business.
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KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. Thorough knowledge of legal requirements for records retention.
2. Ability to effectively manage, maintain and archive Town records.
3. Ability to manage multiple projects simultaneously, set goals and develop an action plan to achieve them.
4. Ability to interact with the general public and staff in a courteous and diplomatic manner.
5. Ability to establish and maintain effective working relationships with the Mayor, Town council, Town Administrator, other elected officials, Department heads, other Town employees, Federal, State, and local government agency representatives, local business and community organizations, the news media, and the general public.
6. Ability to efficiently and accurately perform basic mathematical computations.
7. Ability to communicate effectively with others, orally and in writing, using both technical and non-technical language.
8. Ability to understand and follow oral and /or written policies, procedures and instructions.
9. Ability to prepare and present accurate and reliable reports containing findings and recommendations.
10. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
11. Ability to use logical and creative thought processes to develop solutions according to written specifications and /or oral instructions.
12. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

13. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
 14. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
 15. Thorough knowledge of standard and approved practices and procedures employed in processing, safekeeping, and utilization of official records and documents.
 16. Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.
 17. Knowledge of public management techniques and principles.
 18. Ability to use good judgment in making decisions in conformance with laws, regulations, and policies.
 19. Ability to research program documents and narrative materials and compile reports from information gathered.
 20. Ability to generate grammatically correct documents.
 21. Ability to express ideas effectively orally and in writing.
 22. Ability to understand and follow complex oral and written instructions.
 23. Ability to deal tactfully and courteously with the public.
 24. Ability to establish and maintain effective working relationships as necessitated by work assignments.
 25. Skill in use of a calculator, computer terminal, personal computer, internet search engine and other related office machines.
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MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS.

Graduation from an accredited high school or GED equivalent with drafting and or site plan and blue print reading skills.

MINIMUM EXPERIENCE REQUIREMENTS.

Three years construction related experience.

MINIMUM LICENSE REQUIREMENTS.

Certification as a “combination residential building inspector” within one (1) year.

Valid South Carolina Driver’s License or ability to secure South Carolina Driver’s License upon employment.

PHYSICAL REQUIREMENTS

- Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, bending, stooping, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily activities.
- The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and personal service.

- The need to lift, carry, pull and push tools, supplies, and other equipment weighing 25 pounds or more is also required.
- Additionally, this position works outdoors in all weather conditions, including wet, hot, and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the individual to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation which enables the employee to operate a personal computer, telephone and other related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation which enables the employee to function efficiently in a general environment.
- Ability to squat and walk.
- Ability to sit for long periods of time.

ESSENTIAL SAFETY FUNCTIONS

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

Acknowledgments

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

Employee's Name Print

Signature

Date

Town's Authorized Representative

Signature

Date

Note: *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*