

Job Title:	Building Official	Wage Class:	Exempt
Department:	Planning & Community Development	Travel Required:	N/A
Position Control #:		Position Type:	Full-Time

Position Overview:

Processes, reviews, approves, and denies building permit requests for residential, commercial, and industrial developments. Evaluates codes and ordinances and conducts inspections to verify construction is per the approved set of plans and assess damages and floodplain construction requirements. Ensures the city is in legal compliance with all commercial, residential, and industrial building codes and zoning with federal, state, and local agencies Responsible for the time management of building permit application plan reviews and inspections by the Building Plans Examiner and the Building Inspector(s) within the department. Reports to the Director of Planning & Community Development.

Position Details:

BUILDING OFFICIAL ESSENTIAL JOB FUNCTIONS AND EXPECTATIONS:

- Responsible for the development, administration, interpretation, application and enforcement of codes adopted by jurisdiction.
- Reviews building plans for compliance with applicable codes; issues permits and stop work orders, performs inspections.
- Evaluates unsafe structures for compliance and researches codes and zoning for intent.
- Attends SCDNR, FEMA, and Building Official Board meetings and code classes for updates, code interpretation and enforcement, certifications, feedback, and compliance for state and national certifications.

OTHER ESSENTIAL JOB FUNCTIONS AND EXPECTATIONS:

- Interprets municipal land-use codes and by-laws as well as coordinates the enforcement efforts and the promotion of zoning information.
- Analyzes and performs zoning inspections for city ordinance, code, and flood compliance. Conducts ADA inspections for safety and adherence to ADA requirements and approves for zoning compliance city-wide.
- Serves as Flood Plain Manager to prevent and/or reduce the risk of flooding and ensure compliance with the National Flood Insurance Program (NFIP) and state law related to floodplain management at the local level.
- Refers to ICC code books, ADA manual, zoning ordinances, municipal code of ordinances, and flood guidelines.
- Effectively communicates with various internal and external groups and individuals.
- Performs other duties as directed.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree supplemented by a minimum of three (3) years of experience in building construction, engineering, geography, planning, environmental studies, or another job-related field, or an equivalent combination of education, training, and experience.
- Building Official must possess valid certifications upon hire; and must have a working knowledge of zoning laws with site plan and blueprint construction drawing reading abilities.
- Floodplain Manager and Access Damaged Structures certifications preferred or ability to obtain and maintain post hire, as required or directed.

- Proficiency in Microsoft Office (Excel, Word, PowerPoint) with the ability to learn other software..
- Valid South Carolina Driver's License.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:

Must be able to lift, reach, bend, exert force or move objects weighing up to 30 pounds. May require outside fieldwork, sitting, standing, or walking for an extended period of time. Operate office equipment such as: computers, copiers, scanners, phones, fax machines, calculators, postage machines, folder/sealer/label machines, etc. Utilize a level and tape measure. Adapt in a stressful work environment and in emergency situations.

Last Updated By:		Month/Year:	August 2022
Reviewed By:		Date:	September 2022
Approved By:		Date:	September 2022

JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. City management has exclusive rights to alter this job description at any time without notice. The job description does not imply nor create a guarantee of employment and/or an employment contract of any kind. I understand that my employment with the City of Georgetown is at-will. The job description provides a general summary of the position in which I am employed. I understand that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing the listed functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these job functions.

I have read and understand the position expectations and job functions. I verify that I have received a copy of my job description by the signature below. As an employee of the City of Georgetown, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.



Print Employee Name: _____

Employee Signature: _____

Date: _____