

# Job Announcement: Atlantic Beach Building Inspector/Code Compliance Officer

## **Position Summary:**

Atlantic Beach Building Inspector/Code Compliance Officer serves the town in many capacities, including building permits, property maintenance enforcement, plan review, construction inspections, trade permits and overall development requirements. The department works closely with the Planning & Zoning Department to facilitate the public's building, zoning and permit needs for positive growth and development of Atlantic Beach.

## **Duties for this Position**

- Under limited supervision, inspects new and existing residential projects to ensure compliance with all building, electrical, mechanical, plumbing, fire and zoning codes, and all related Town ordinances.
- Reviews all residential and commercial building plans for code compliance. Completes and maintains required records.
- Performs technical building inspections and plans and examines work to enforce compliance with building codes, regulations and ordinances.
- The Inspector researches new construction materials and methods; reviews plans for compliance with city, state, and federal rules and regulations; and provides information to and works with the public to resolve problems.
- Investigates alleged violations of Town zoning, land development, building code regulations, and other Town Resolutions, which includes site visits and meeting with property owners, tenants, and neighbors.
- Develops and presents reports of alleged violations to the Town Manager, Town Attorney and Town Council as appropriate. Prepares case files and initiates abatement actions when necessary to assure compliance with regulations.
- Performs final inspection of building construction sites to verify compliance with approved plans.
- Reviews and processes general planning, building, and grading applications for compliance with Town Comprehensive Plan and Land

Development Regulations. Prepares staff reports recommending approval or denial to the Town Manager.

- Inspects each phase of construction of new and existing residential structures to monitor compliance with building, electrical, mechanical, plumbing, fire and zoning codes and ordinances. Inspects such construction areas as wiring, framing, plumbing, mechanical installation, insulation, chimneys, foundation walls, tie-downs, gas lines, hook-ups, set backs, etc. Conducts final checks and performs re-inspections as required.
- Interprets code requirements to contractors, owners and general public as required; answers inquiries and responds to complaints.
- Collects engineering reports and ensures their compliance with required information.
- Maintains thorough and accurate records of inspections and conferences with contractors and owners regarding the inspection results and deficiencies.
- Patrols assigned areas to make sure that new construction is not done without permit or is within compliance with the law.
- Enforces all planning and zoning laws.
- Keeps abreast of all codes and code changes.
- Responds to questions and complaints for general public, contractors, co-workers, Town employees, architects, engineers, property owners, municipal code officials, and Town Council members related to code, permit requirements, or the review process.
- Performs related duties as may be required.

**Experience with various topics and functions, including:**

- Building Inspections
- Building Permits
- Construction Plan Review
- Floodplain Information
- Floodplain Plan Review
- Property Maintenance Code Enforcement
- Master Trade Cards

- Permit Instruction Process
- Property Maintenance Hearing Board
- Trade Permits (Electrical, Plumbing, Gas & Mechanical)

**Position Minimum Requirements**

Requires a high school diploma supplemented by one (1) to two (2) years of experience in building inspection, construction, etc. or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess ICC certifications as required by the State of South Carolina LLR Law. Must possess a valid state driver's license.

**Compensation:**

- Negotiable

**Hours:**

- Part-Time (20-30 hours/week) during regularly scheduled workweek, Monday through Friday, during standard operating hours

**Deadline:**

- Open until filled