



TOWN OF *Atlantic Beach* "The Black Pearl" south carolina

Building Inspector, Town of Atlantic Beach

Job Category

Code Enforcement

Employee Status

up to 30hrs weekly

Pay

\$30/hr

Job Duties

The Building Inspector is responsible for conducting comprehensive inspections across multiple disciplines—including building, electrical, plumbing, gas, mechanical, masonry, framing, floodplain compliance, and ADA accessibility—to ensure adherence to all applicable Federal, State, and local codes and ordinances.

This position involves performing inspections at various stages of construction, renovation, and repair projects to assess system integrity and construction quality. The Inspector ensures compliance with relevant building codes, zoning regulations, and floodplain requirements. Regular interaction with contractors, subcontractors, property owners, and the general public is essential, offering guidance and clarification throughout all phases of construction or renovation.

Key responsibilities also include responding to citizen complaints and inquiries related to zoning, construction, and inspection matters; supporting permitting functions as needed; and maintaining accurate records of all inspection activities. The Inspector prepares detailed project documentation and departmental reports, issues correction notices and code violation citations when necessary, and conducts proactive visual surveys of the Town to identify unauthorized work.

As a member of the Town's emergency response team, the Building Inspector performs field assessments following natural disasters to support damage evaluation and recovery efforts. Ongoing professional development is required, including maintaining active certification and licensing through the International Code Council (ICC) and participation in required state and industry continuing education programs.

Qualifications

MINIMUM REQUIREMENTS TO PERFORM WORK: High School diploma and two years prior work experience; Or equivalent combination of education and experience; -Licensure with the South Carolina Building Codes Council as a Combination Inspector. New, unlicensed employees will be required to register with the South Carolina Department of Labor Licensing and Regulation as a Provisional Inspector immediately after hire and must complete full licensure as indicated above within the provisional period. Initial six-month probation.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of all phases of building and construction trades including plumbing, gas, electric, etc. Knowledge of department inspection and permit practices and techniques. Knowledge of office software (word processing and spread sheet applications). Skill in the use of oral and written communication. Skill in data processing. Ability to manage multiple tasks in a detailed and effective manner. Ability to deal tactfully with disgruntled members of the public.

Ability to establish effective working relationships with department staff, owners, designers, contractors, subcontractors, the public, and other agencies. Ability to read and interpret construction plans, diagrams and blue prints.

Pay Info

salary commensurate based on experience

How to Apply

Provide a resume and cover letter.

Please email the above to: chennigan@townofatlanticbeachsc.com