LAURENS COUNTY, SOUTH CAROLINA

JOB TITLE: DIRECTOR OF BUILDING CODE ADMINISTRATION

Effective:2/14/2023 *FLSA: Non-Exempt*
GRADE: 125

Employees of the County of Laurens and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender, sexual orientation, or age. Laurens County is an equal opportunity employer.

Reasonable accommodations may be available to employees or applicants of this position under the ADA/ADAA if given prior notice by the employee or applicant.

The duties listed are intended only as illustrative examples of the distinct types of work that may be performed by individuals in this classification. Any, all, or a combination of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

GENERAL STATEMENT OF JOB

Under general supervision, conducts comprehensive inspections of manufactured housing and investigates suspected County ordinance violations. Work involves scheduling and conducting inspections, interpreting codes, standards, ordinances, and regulations, and ensuring compliance. Prepares and maintains required reports and records. Performs related technical work as required. May serve as the County Floodplain Manager as assigned. Supervisors staff. Reports to the Director of Public Works.

ESSENTIAL FUNCTIONS

1. Must have excellent people skills in dealing with professional consultants, engineers, developers, contractors while working in a professional business climate, as well, as routinely engaging with local business and citizens.
2. Must adhere to all risk management, safety, employee policies, departmental guidelines, and all federal and state laws, statutes, local ordinances, standards, and regulations of the position and responsibilities. Compliance is not optional and a condition of employment.
3. Conducts various fire, building, and housing codes inspections; enforces fire, building and housing codes, ordinances, and regulations pertaining to standard housing code enforcement and nuisance ordinance complaints/violations.
4. Performs field inspections and follow up inspections of residential, commercial, industrial, and public facilities for compliance with fire, housing, building, plumbing, electrical, and mechanical regulations.
5. Plans, organizes, delegates, and supervises staff duties, time, accuracy, and fair equal application of codes, ordinances, regulations, etc.
6. Receives complaints regarding defective construction and manages enforcement problems.
7. Inspects existing buildings for substandard or hazardous conditions, structural failures, or improper uses.
8. Issues warnings, corrective action orders, citations and/or stop work orders as applicable and as necessary, when issues are found to be in noncompliance with standards and/or

regulations.

9. Answers questions from private citizens, contractors, and builders
10. Reviews commercial, industrial and institutional plans for code conformance requirements.
11. Verifies site plan conformance with rights-of-way, buffer yards, entrances, exits and roads.
12. Reviews mobile home site plans.
13. Inspects mobile homes for proper set-up.
14. Ensures business signage adheres to local codes and ordinances.
15. Responds to complaints regarding abandoned vehicles; seeks out owner for remediation and/or initiates removal process.
16. Testifies in court on code violation cases.
17. Prepares and maintains inspections records and reports.
18. Trains, supervises, and maintains appropriate staffing levels.
19. Operates a vehicle and a variety of office equipment such as a computer, printer, fax machine, copier, calculator, telephone, digital camera, architect's ruler, measuring devices, testing devices, hand tools, general office supplies, computer word and data processing software and other equipment as required.
20. Refers to policy and procedure manuals, ordinances, laws, regulations, computer manuals, property maps, technical manuals, and code commentaries, permit files, etc., for information, application, and enforcement.
21. Maintains assigned vehicle and equipment in proper, safe operating condition.
22. Performs related tasks as required.
23. Attends meetings, training, seminars and conferences as appropriate to enhance job knowledge and skills. Attends council meetings as required.
24. Performs related duties as required.

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ADDITIONAL JOB FUNCTIONS

25. Performs clerical duties as required, which may include preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, preparing, receiving and responding to e-mails and faxes, answering the telephone, etc.

MINIMUM TRAINING AND EXPERIENCE

26. A bachelor's degree in building construction management, Civil Engineering, or Business Administration is preferred. 4-year high school diploma or accredited GED recognized by the US Department of Education complimented by a minimum five years of experience in construction and code enforcement and supervision.
27. Must be a Certified and Licensed Building Official as dictated by the Building Code Council under the South Carolina Labor Licensing and Regulation.
28. May be required to possess designation as a Certified Floodplain Manager.
29. Must possess and maintain a valid South Carolina driver's license and good driving record.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires light work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office machines or tools within moderate tolerances or limits of accuracy.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from

obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving assignments and/or direction to staff and management.

Language Ability: Requires ability to read a variety of technical reports and documentation, policy and procedure manuals, codes, property maps, specifications, etc. Requires the ability to prepare inspection records and reports, notices and correspondence, lists, logs, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical and/or professional languages including code enforcement, construction inspection.

Numerical Aptitude: Requires the ability to use practical applications of fractions, percentages, ratios and proportions, measurements or logarithms; may use algebraic solutions of equations and equalities, deductive geometry and/or descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, hand tools, measuring devices, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under significant stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.
Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

KNOWLEDGE, SKILLS AND ABILITIES: General knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected; general knowledge of state building and related codes, laws and ordinances; general knowledge of land use regulation enforcement methods and techniques; ability to detect poor workmanship, inferior materials, hazards of fire and collapse and land use regulations; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to contact building and property owners, contractors and the public and effect satisfactory working relationships; firmness and tact in enforcing ordinances, codes and regulations.

Quality of Work: Maintains exacting standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to the County Council with respect to vacation time and time- off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and

courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively manages requests, suggestions, and complaints to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all risk management, safety, and housekeeping standards established by the County and various regulatory agencies. Ensures standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.