

CODE:
FLSA:
GRADE:

**CITY OF BENNETTSTVILLE, SC
JOB DESCRIPTION- AUGUST 2025**

**JOB TITLE: BUILDING OFFICIAL
PLANNING AND ZONING DEPARTMENT**

GENERAL STATEMENT OF JOB

The Building Official is responsible for administering and enforcing applicable building, housing, property maintenance, and related codes for the City in compliance with South Carolina state law. This position ensures that new construction, renovations, and repairs within the City are safe, meet applicable codes, and protect the health, safety, and welfare of citizens. The Building Official provides professional guidance to City Council, the Planning Commission, developers, contractors, and the public regarding building code requirements, permitting, and inspections. Reports to the City Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Enforce the South Carolina Building Codes as adopted by the State and City ordinances.

Review and approve construction documents, site plans, and specifications for compliance with applicable codes and regulations.

Conduct field inspections on residential, commercial, and industrial projects to ensure compliance with codes, approved plans, and permit requirements.

Issue building, demolition, and related permits.

Investigate complaints of code violations and take appropriate enforcement action.

Maintain accurate records of inspections, permits, and code enforcement actions.

Provide technical guidance and interpretation of codes to architects, engineers, contractors, and the public.

Coordinate with Fire Marshal, Planning/Zoning, Public Utilities, and other departments on development projects.

Serve as the City's Certified Building Official of Record with the South Carolina Department of Labor, Licensing & Regulation (LLR).

Prepare reports and presentations for City Council, Planning Commission, and Board of Appeals as needed.

Stay current on state code updates, training requirements, and certification renewals.

BUILDING OFFICIAL

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED required; supplemented by a minimum of three (3) years of experience in a job-related field; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Associate or bachelor's degree in construction management, engineering, or related field preferred. Five (5) years of experience in construction, building inspection, or code enforcement; supervisory experience preferred.

Licenses or Certifications:

Must possess a valid SC driver's license.

Certification as a Building Official by the International Code Council (ICC), or ability to obtain within two (2) years of appointment.

Must meet the minimum qualifications established by the South Carolina Building Codes Council for a Building Official.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift/carry weights of up to 20 pounds.

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 Communication: Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

BUILDING OFFICIAL

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare/record required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make 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 and give verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numeric Aptitude: Requires the ability to use arithmetic such as fractions, decimals, ratios, etc.

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

Motor Coordination: Requires the ability to make precise movements with fingers, hands and arms, e.g., typing, keying, data entering, etc.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to match specific colors, textures, sounds, odors, tastes, forms, e.g., keyboarding, typing, transcribing, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

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 of Job: Has thorough knowledge of the methods, policies, and procedures of the department as they pertain to the performance of duties of the Building Official. Thorough knowledge of the International Building Code (IBC), International Residential Code (IRC), and related codes as adopted in South Carolina. Working knowledge of municipal zoning regulations, land development, and permitting processes. Ability to read and interpret construction plans, specifications, and technical drawings. Strong communication skills to work with contractors, developers, citizens, elected officials, and staff. Firm but professional approach in code enforcement with a focus on customer service and education. Ability to prepare clear written reports, maintain records, and present information to boards or council. Proficiency with computers, permitting software, and Microsoft Office applications. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining

BUILDING OFFICIAL

to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Is able to analyze and recognize problems and potential problems and recommend appropriate solutions. Is able to compile and analyze information and present both oral and written reports clearly, concisely, and effectively. Is able to comprehend, interpret, and apply policies, procedure, rules, and regulations. Is able to communicate at the highest levels clearly and concisely and has the ability to influence and persuade others. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high 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 interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave 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 accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, 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 established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

BUILDING OFFICIAL

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 work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

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.