



## **CITY OF INMAN, SOUTH CAROLINA**

### **JOB DESCRIPTION**

### **CHIEF BUILDING OFFICAL**

#### **City of Inman**

Located in the foothills of Upstate South Carolina, Inman is a growing community with small town charm. The city is conveniently situated at the intersection of Interstates 26 and 85, putting us within a short drive of the Charlotte, Asheville, Greenville, Columbia, and Atlanta metro regions. The city is just a 10-minute drive from downtown Spartanburg, with all its cultural, dining, and entertainment amenities.

The city offers a high quality of life with walkable, attractive neighborhoods. The growth that's occurring across the Upstate is making its way to Inman, with construction anticipated to start in several large subdivisions that have recently been annexed into the city. The Inman Mills renovation project is complete, with 159 apartments. Over the past two years the city has welcomed three restaurants to our downtown.

Inman's historic downtown is an asset with great potential—even more so now that a major streetscape renovations project has been completed in the central business district. The city holds several events throughout the year, including the annual Harvest Day that draws thousands of people from across the region. Also, the Saluda Grade Trail, a 31-mile rails-to-trails-project, has been approved and will begin in the next two years.

Spartanburg District 1 schools serves the city with an elementary school, intermediate and junior high schools, and a high school. District 1 is known across the state for its high academic achievement and standards.

To learn more about the City of Inman, visit our website, [www.cityofinman.org](http://www.cityofinman.org) or [mainstreetinman.com](http://mainstreetinman.com)

## **City Governance and Staff**

The city functions under the council form of government, where the City Council exercises collective responsibility for the governance of the city. The City Council delegates day-to-day management of the city to the City Administrator, who serves as the chief administrative officer.

The City Administrator is appointed by and reports to the 5-member City Council, which is comprised of the Mayor and 4 Councilmembers. The Mayor and City Councilmembers are elected to staggered, 4-year terms with the next election taking place in November 2023.

Inman is a full-service city with a police department, fire department, and a wastewater treatment plant. The city also has a streets maintenance department and municipal court. The total city budget is \$5.63 million. General fund operations comprise \$3.26 million of the total budget, with the wastewater treatment enterprise fund totaling \$2.37 million. Several special revenue funds make up the remainder.

The City of Inman Police Department consists of the following positions: Chief, Lieutenants, two Sergeants, 12 officers, four school resource officers, and two part-time officers. The Public Works Department has nine full-time staff and two part-time staff. The Administrative Division has three full-time. And Planning is one full time employee.

### **GENERAL STATEMENT OF JOB**

Under limited supervision, administers and enforces various City and state codes regulating the construction, use and occupancy of buildings and structures and directs the Building & Codes Department. Supervises and performs inspections of residential, commercial, industrial and other buildings during and after construction to ensure code compliance. Performs related administrative, supervisory and technical work as required. Maintains all professional licenses and certifications required by state law for employment as a Building Code Official. Reports to the Planning Director.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Plans, directs and supervises all activities of the office including plan review and building inspections, ensuring compliance with all applicable City policies and procedures, and other laws, regulations, codes and ordinances.

Supervises building inspectors, consultants, and contract employees; supervisory duties include instructing; assigning, reviewing and planning work of other; maintaining standards and consistency; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving employee discipline.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Provides for adequate training and professional development of staff, ensures subordinate inspectors and plans examiners maintain required certifications

Prepares and manage department budget

Develops, implements, and modifies as necessary all office policies and procedures pertaining to building inspections and plan review.

Interprets building codes and regulations

Meets with contractors and design professionals to coordinate plan review, inspections and permitting activities.

Resolve conflicts between contractors and inspectors.

Performs the most difficult inspections of residential, commercial and industrial buildings, and/or assists subordinates with inspections as necessary; inspects properties for substandard conditions or structural damage as necessary or as requested by Fire or Police personnel.

Attends training, conferences, seminars, meetings, etc. to maintain awareness of current legislation, trends and technology in the building inspection and plan review field.

Prepares certificates of occupancy, draft ordinances, plan review reports, inspection reports, budget documents, citations, performance appraisals, and various other records, reports, memos, correspondence, etc.

Receives and reviews construction / architectural plans, site inspection reports, correspondence, permit applications, etc for completeness and accuracy.

Educates public and building community about building safety issue and activities through written materials an oral presentation.

In the event of a major storms or other emergency situations, this position may be subject to 24-hour shifts or any other emergency schedule and duties as assigned.

Operates a vehicle and a variety of office equipment and machinery such as computer, printers, user interface hardware, digital camera, copier, scanner, fax machine, telephone, etc.

#### **ADDITIONAL JOB FUNCTION**

Performs general administrative / office work as required.

Answers questions; provides building code advice to staff members from other governmental entities throughout the state and county.

Performs other duties as assigned.

#### **MINIMUM TRAINING AND EXPERIENCE**

Associate degree in building technology, construction management, mechanical, electrical, plumbing and building construction, architectural science or closely related field and previous experience a minimum of

five (5) years' experience as a building inspector or in general construction and related fields; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid SC driver's license.

International Code Council Certification as a Certified Building Official or Master Code Professional and South Carolina Department of Labor License and regulations registration as Building Official

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate automated office machines and equipment including a computer, general office equipment, vehicle, telephone, hand tools, etc. Must be able to exert up to one hundred pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Work involves sitting much of the time but may involve walking or standing for periods of time, and stooping, kneeling, crouching, crawling, pushing, pulling, climbing, and balancing during inspections, as well as performing duties in severe weather conditions. Must be able to lift/carry weights of up to twenty 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 receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, ordinances, codes, blueprints, electrical diagrams, specifications, technical reports, etc. Requires the ability to prepare reports, permits, correspondence, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak with poise, voice control and confidence. **Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including Building Codes and Engineering. **Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions, percentages, and ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape. **Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment; to operate motor vehicles.

**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 differentiate colors and shades of color; requires the visual acuity to

determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or 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 Building Department as they pertain to the performance of duties of the Chief Building Official. Has considerable knowledge of the practices, procedures, rules, and regulations of the position. Is able to keep abreast of ordinances, codes, and regulations pertaining to departmental activities and functions. Is able to ensure the efficient and effective enforcement of all development-related codes and regulations. Has knowledge of the activities and projects as related to code and zoning enforcement and the inspections of electrical, mechanical, plumbing, and gas installations and repairs. Is able to interpret all ordinances, laws, and regulations, and to read and interpret blueprints, charts, and related materials pertaining to the responsibilities of the job. Is able to use independent judgment in routine and non-routine situations, which occur. Is able to communicate effectively with various groups and individuals including contractor architects, engineers, media, law enforcement officers, and the general public. Is able to compile, organize, prepare, and maintain an assortment of records, reports, and related information. Is able to comprehend, interpret, and apply regulations, procedures, and office operations. Has comprehensive knowledge of the terminology used within the department. Has knowledge of how to estimate time, materials, and supplies required to complete various routine activities. Has knowledge of how to operate a variety of equipment and machines such as a computer, copier, calculator, etc. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Is able to direct and maintain the functions of the department through the utilization of appropriate administrative principles. Has knowledge of the training methods and is able to instruct others through explanation, demonstration, and supervised practice; or make recommendations on the basis of technical disciplines. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer assistance to co-workers and general public as necessary. Is able to complete mathematical calculations as needed. Has good organizational and human relations skills. Has extensive knowledge of building construction and maintenance and its relation to code and zoning enforcement. Has good technical and building maintenance skills. Is able to coordinate department activities with other city departments, property/business owners, residents, developers, and community leaders in order to accomplish goals and complete projects. Is able to work under stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations

**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 interface with all City departments and divisions, co-workers and customers, 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 for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and on time with a minimum of tardiness and absences and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management 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 the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgments 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 City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

**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 handles requests, suggestions and complaints in order 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.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

**Staffing:** Works with upper management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department

and City. Personally, directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

**Controlling:** Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change. Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies in order to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

#### **BENEFITS:**

- Participation in the SC local government employee retirement system.
- Health, vision, and dental insurance benefits provided through the SC Public Employee Benefit Authority.
- ***Health insurance for employee is covered by the City***
- Life insurance and short-term disability benefits.
- The city will provide professional educational opportunities.
- Eleven paid holidays over the course of a year
- Healthy Living and Childcare supplements available

**SALARY INFORMATION:**

Pay is determined by qualifications.

**How to apply:**

Applications can be found online at [www.cityofinman.org/employment.php](http://www.cityofinman.org/employment.php)

**Deadline:**

Open Until Filled

The City of Inman is an Equal Opportunity Employer. All job offers are contingent upon successful completion of a drug screen and various background investigations which may include criminal history, driving record, credit report, employment history, education verification and personal references.