



City of North Charleston Vacancy Notice

Position: City Code Inspector
Department: Code Enforcement
Pay Grade: 110 (\$43,880 - \$65,820)

GENERAL STATEMENT OF POSITION

Under occasional supervision, inspects residential and commercial properties for compliance with City codes related to substandard and damaged structures, and health and sanitation standards. Provides technical interpretation of codes and regulations as needed. Prepares and maintains all required documentation. Performs related work as required. **Full job description attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by one to two years of experience in code enforcement, building inspection or construction, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Posted: 10/07/2021

Deadline: **10/20/2021**

Janie E. King, SHRM-SCP, IPMA-SCP
Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

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| Job Title: | CITY CODE INSPECTOR | Job Code: | 235 |
| Core Comp Group | ADMINISTRATIVE | FLSA: | NON-EXEMPT |
| Pay Grade: | 110 | | |
| Effective Date | | Revision A: Risk | L. MITCHUM 9/25/2020 |
| Revision B: | | Revision C: | |
| FOR DEPARTMENTAL/OFFICE USE ONLY | | | |
| Dept. | Code Enforcement | Dept. # | 452 |
| Location: | Code Enforcement | EM Status: | |
| Reports To: | Deputy Director of Code Enforcement | | |

Summary Objective

Under occasional supervision, inspects residential and commercial properties for compliance with City codes related to substandard and damaged structures, and health and sanitation standards. Provides technical interpretation of codes and regulations as needed. Prepares and maintains all required documentation. Performs related work as required.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Patrols residential and business areas, as assigned to identify code violations or problem areas within the City of North Charleston as well as County areas within the City's jurisdiction.
- Inspects commercial and residential properties for compliance with City codes related to substandard and damaged structures, and health and sanitation standards.
- Responds to calls for code enforcement assistance from the Fire Department, Police Department, Building Official and other departments and agencies; receives and responds to public complaints regarding potential code violations.
- Inspects properties for overall cleanliness, adequate space, adequate disposal of garbage and rubbish and signs of vermin infestation; obtains and documents evidence.
- Researches City records as necessary to determine property ownership.
- Prepares and/or reviews required inspection reports; prepares and issues violation notices and citations to property owners and tenants.
- Refers cases to municipal court; issues summonses to code violators; provides court testimony as necessary.
- Follows up on each case to verify corrections have been made to comply with codes.
- Receives and responds to public inquiries, concerns and complaints regarding assigned cases and general departmental procedures.
- Attends neighborhood meetings and other community functions as necessary to provide information to citizens about department policies and projects.
- Maintains assigned vehicles and equipment.
- Prepares and/or processes inspection reports, summonses, citations and various other records, reports, memos and correspondences.
- Refers to policy and procedure manuals, computer manuals, codes/laws/regulations, zoning and City maps, directories, safety manuals, etc.
- Uses clerical and computer supplies, measuring devices, protective gear, etc.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

CITY CODE INSPECTOR

- Operates a vehicle and a variety of office equipment, including a computer, copier, telephone, calculator, fax machine, two-way radio, etc.
- Interacts and communicates with the immediate supervisor, other City personnel, co-workers, home/property owners, contractors, community organizations, various outside professionals and agencies, the general public, etc.
- Performs general office work as required, including entering data, typing reports and correspondence, copying and filing documents, sending and receiving faxes, answering the telephone, etc.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledgeable of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the City Code Inspector.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Knowledgeable of general construction and specific building trades.
- Ability to read and interpret blueprints and other technical drawings.
- Knowledgeable of the methods, materials, tools and equipment used in building construction work.
- Knowledgeable of the occupational hazards and safety precautions.
- Ability to perform work effectively despite occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, dirt, dust, pollen, odors, electrical currents, unusual noise levels, construction / traffic hazards, etc.
- Ability to perform required mathematical calculations with accuracy.
- Ability to prepare required records and reports with accuracy and in a timely manner.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to offer training and assistance to fellow employees as necessary.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a high school diploma or GED equivalent supplemented by one to two years of experience in code enforcement, building inspection or construction, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 60 pounds) and occasionally heavy items (up to 100 pounds).

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, dirt, dust, pollen, odors, electrical currents, unusual noise levels, construction / traffic hazards, etc.

Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.