



Job Description

Town Building Official

Department: Building Services

Reports to: Town Administrator

FLSA: Exempt

Work Location: Town Hall

Summary:

The Town of James Island is seeking motivated individuals possessing the skills and certification requirements to serve as the Town's Building Official. Qualified candidates must be able to work productively on their own, as well as a part of the team in the Town's small office setting. Most employees of the Town work within departments of one or two individuals. The qualified candidate must be able to envision the needs of this newly formed department and project for the future success of the department and for the Town; this may include developing processes and procedures, establishing cohesive workflow for efficiency of the departmental functions, be able to work alongside other departments and understand the requirements set forth in other Town ordinances, such as the zoning ordinance, stormwater ordinance, floodplain management ordinance, revenue collections, the governing body and the Mayor. This is an excellent opportunity for career development, advancement, and experience in establishing and administering a new program.

Minimum Qualifications:

Five (5) or more years' experience as a licensed contractor, in building construction, code enforcement, or inspections.

Required Certifications: ICC Certified Building Official and Certified Floodplain Manager; or ability to obtain either within the first 6 months of employment; other required certifications: plans examiner, combination inspector, master code professional or others as deemed necessary or as they may be found to be beneficial to conducting business for the Town. Materials, training, and tests, including required professional development to maintain certifications, will be covered by the Town upon successful completion of required certifications.

Must have a valid driver's license and be able to operate a Town vehicle.

Minimum Education:

Associate's Degree or Bachelor's Degree required, preferably in a related field such as building technology, construction management, mechanical, electrical, plumbing or building construction, architectural science or closely related field.

Job Duties and Responsibilities:

Provides highly responsible and professional technical expertise, guidance, and support to ensure compliance with standards to safeguard public safety and property related construction, design, quality of material, use, occupancy, location, and maintenance of structures, and performs other job-related work as required.

Responsible for administering the Town of James Island's Building Regulations Ordinance and Flood Damage Prevention Ordinance, including enforcement and rendering interpretations of building, residential, plumbing, electrical, mechanical, fuel gas, energy conservation codes as well as the National Flood Insurance Program (NFIP) requirements; performing building plan review for compliance with building codes and elevation certificate review in compliance with the flood damage prevention ordinance, and performing inspections for all permitted work (or unpermitted and unsafe structures) within the Town of James Island. Coordinates with the James Island Public Service District Fire Department for building code review, fire inspection activities, and occupancy permit approvals, including reviews of any changes or additions to existing systems and review of new fire suppression systems. This position is also responsible for maintaining records, scheduling, and providing reports as needed in addition to integral use of the Town's permitting system. Interacts and communicates with various groups and individuals involved in the operations of the department including contractors, property owners, architects, engineers, developers, and other interested parties to explain and interpret codes and regulations regarding construction, alteration, and repair of buildings. Resolves compliance issues within scope of knowledge and authority; explains, interprets, and provides guidance and technical advice regarding all applicable codes. Once construction is complete, issues certificates of occupancy/certificates of completion, and maintains records according to the Town's retention schedule (including final flood elevation certificates).

This position is also responsible for emergency operations duties, including but not limited to, preparation prior to natural disasters, and leading damage assessment activities, reporting, and participating in any FEMA-related requirements. Must have or obtain National Incident Management System (NIMS) course completion for ICS 100, 200, 700, and 800. Other courses shall be completed as needed.

Knowledge and Skills:

Five (5) years of experience in building construction, code enforcement or inspections; or any equivalent combination of training, education, and experience, with provides the required knowledge, skills and abilities.

Extensive knowledge of adopted building and license codes, subdivision, land use and zoning regulations; and skilled in the operation of listed equipment and application of building codes. The ability to deal effectively with individuals involved in the construction field and Town residents is a must.

Must have the ability to effectively utilize Microsoft Word, Excel, Outlook, and other job related software. All permitting, plan review, and inspections will be required to utilize the Town's internal and external system called GoGov. Must communicate effectively in oral and written form. Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through education, training and experience.

Safety and Physical Demands:

This position may require ability to lift up to 25 pounds or less; standing, bending, stooping, sitting, and driving required. This position requires the ability to safely inspect buildings under construction without assistance.

Staff is expected to act in a safe manner at all times and ensure that those around them do not put themselves or others at risk.

Safety is everyone's responsibility. At all times working safely is a condition of employment.

Must have a valid driver's license.

Salary Range:

Shall commence upon certifications, education, and experience, within a range of \$70,000-\$81,000. The Town offers competitive benefits and potential for growth.