



Town of Surfside Beach - Job Description

Job Title: Code Enforcement Officer
Department: Planning, Building & Zoning
Reports to: Certified Building Official
Pay Grade / Salary Range: G / \$38,500 - \$54,670
FLSA Status: Non-Exempt

Summary: Under limited supervision, inspects new and existing residential projects to ensure compliance with all building, electrical, mechanical, plumbing, and zoning codes, and all related town ordinances. Completes and maintains required records. Monitors, inspects and enforces a variety of applicable ordinances, codes, and regulations, including state and federal regulations related to zoning, flood, land use, building, general nuisances, health and safety, right-of-way encroachments and other matters of public concern; and serves as a resource and provides information on town regulations to property owners, residents, businesses, the general public, and other town departments.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Perform a variety of field and office work related to the enforce and compliance with town, state and federal laws, including those pertaining to building, zoning, flood, land use, blight, general nuisance, health and safety, right of way encroachments and other matters of public concern.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of building codes, town codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations and requirements for resolution.
- Support and assist office staff when needed and provide permitting services when necessary to allow for lunch and when permit/coordinator is absent.
- Inspects each phase of construction of new and existing residential structures to monitor compliance with building, electrical, mechanical, plumbing, flood and zoning codes and ordinances.
- Inspects such construction areas as wiring, framing, plumbing, mechanical installation, insulation, chimneys, foundation walls, tie-downs, gas lines, hook-ups, setbacks, flood requirements etc.
- Conducts final checks and performs re-inspections as required.
- Interprets code requirements to contractors, owners and general public as required; answers inquiries and responds to complaints.
- Maintains thorough and accurate records of inspections, and conferences with contractors and owners regarding the inspection results, code violations and deficiencies.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with

appropriate codes and ordinances; issue citations, stop work orders and notices of violation as necessary.

- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; take and maintain photographs. Prepare evidence in support of legal actions taken by the Town; appear in court as necessary; testify at hearings and in court proceedings as required.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Respond to questions and complaints for general public, contractors, architects, engineers and property owners related to code, permit requirements, or the review process.
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, right of way encroachments and related areas.
- Advanced knowledge of the International Building Codes and enforcement of those codes
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Legal actions applicable to code enforcement compliance and building code violations.
- Occupational hazards and standard safety practices.

Qualifications / Education

- Requires a high school diploma supplemented by two (2) to three (3) years of experience in building inspection, construction, etc. or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
- A minimum of two (2) years' experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.
- Experience with Floodplain Management highly desired.

Certificates / Licenses / Registrations

- Must have current Residential Inspector License or obtain the certification based on LLR regulations. Must maintain valid certification.
- Must possess and maintain a valid South Carolina Driver's License.

Language Skills

- Ability to comprehend and communicate both oral and written instructions

Mathematical Skills

- Ability to calculate figures and amounts such as permit fees, interest, statistics, proportions, percentages, area, circumference and volume
- Ability to apply concepts of algebra and geometry

Reasoning Ability

- Ability to work effectively with the public, fellow employees, other agencies and departments

- Ability to deal with the public firmly and courteously under adverse or strained conditions

Computer Skills

- Microsoft Office Suite, internet, e-mail and job related software

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 injuries or illnesses.

Physical Demands Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To talk and hear; sit, stand, walk climb, balance, stoop, kneel, crouch, drive, and/or crawl; use hands to finger, handle, or feel; reach with hands and arms; lift and/or move up to 50 pounds; vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The worker will be subject to indoor office conditions, outside exposure with seasonal weather conditions, work near and around moving mechanical equipment, precarious and high places, fumes and airborne particles.

Disclaimer: The job description is not an employment agreement or contract. The duties, skills and requirements outlines in this document represent what is required to perform the essential job functions of this position; however, this document is not to be considered all-inclusive and may be amended at any time at the discretion of the Town Administrator.