



## Town of Surfside Beach - Job Description

Job Title: Code Enforcement / Plan Review Official  
Department: Planning, Building & Zoning  
Reports to: Planning, Building & Zoning Director  
Pay Grade / Salary Range: G / \$39,655 - \$56,310  
FLSA Status: Non-Exempt

**Summary** Under general supervision, reviews and evaluates building plans and specifications to insure the proposed construction complies with all local, state and federal laws as well as ordinances. Performs a variety of technical duties in support of the Town's code enforcement program and serves as a resource to provide information on town regulations to property owners, residents, businesses, the general public, and other town departments.

**Essential Duties and Responsibilities** include the following:

- Perform a variety of field and office work in support of the Town's local code enforcement program; enforce compliance with town ordinances and state and federal regulations, including those pertaining to zoning, flood, land use, building, general nuisance, health and safety, right of way encroachments and other matters of public concern with impartiality and efficiency
- Review all residential, commercial and stormwater plans to ensure compliance with all local, state and federal laws as well as develop and recommend creative solutions to issues raised during the plan review process.
- Interpret code requirements for contractors, owners and general public as required; answer inquiries and respond to complaints as well as coordinate development meetings for contractors.
- Provide customer service to the general public, contractors, architects, engineers and property owners related to the code or review process.
- Support and assist office staff as needed and provide permitting services when necessary.
- 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 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
- Research, compile, and collect data to prepare clear and concise technical reports, memos, and correspondence related to plan reviews and code enforcement
- Performs other duties as assigned

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interpret and apply applicable codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, right of way encroachments, stormwater and related areas
- Extensive knowledge of the International Building Codes (IBC) design, engineering, materials and methods related to residential and commercial construction

- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations
- Interpret legal documents and descriptions, county GIS maps, and property profiles
- 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.

### **Education and/or Experience**

- A minimum of two years' experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation and/or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable
- Plans Examiner Certification from the International Code Council must be obtained within twelve (12) months of hire.
- DHEC Stormwater Plan Reviewer Certification must be obtained within eighteen (18) months of hire.
- Experience with Floodplain Management highly desired

### **Language Skills**

- Ability to comprehend both oral and written instructions
- To communicate both orally and in writing

### **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
- Must have ability to exercise independent judgment within the limits of the position and perform a variety of tasks simultaneously or in rapid succession

### **Computer Skills**

- Computer skills as needed, including Microsoft Office Suite, Internet, and e-mail

### **Certificates, Licenses, Registrations**

- Must possess a valid South Carolina Class "D" Driver's License and maintain it throughout your employment

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Intermittent sitting, standing, stooping, walking, bending, crouching, climbing and repetitive motion
- Lifting and or move up to 50 pounds and use of tools or equipment requiring a high degree of dexterity
- 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: This job description is not an employment agreement or contract. The duties, skills, and requirements outlined 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.