



## Town of Surfside Beach – Job Description

**Job Title:** Building & Codes Director  
**Department:** Building & Codes  
**Reports to:** Town Administrator  
**Pay Grade / Salary Range:** M / \$70,019 - \$99,427  
**FLSA Status:** Exempt

### Summary

This position performs the duties to manage and oversee the Building and Codes department. This highly skilled professional position controls the quality of construction and safety of all structures and property through enforcement of building and zoning codes.

### Essential Job Functions

- Plans, organizes, and directs all programs and activities for the Building and Codes Department
- Ensures compliance with applicable federal laws, state laws, local laws, regulations, and ordinances
- Hires, trains, and supervises all department personnel, conducts performance evaluations that are constructive, handles discipline and termination of employees as needed and in accordance with the town policy
- Develops and administers the department budget; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time
- Provides direct assistance to the Mayor, Town Council, Town Administrator and other groups and individuals in related matters and regarding various special projects
- Develops, implements and modifies as necessary all department policies and procedures
- Interprets, administers and enforces all adopted regulatory codes and ordinances pertaining to development; meets with architects, engineers, contractors, developers, property owners and others to discuss plan review and inspection procedures and results
- Supervises and participates in zoning, development plan review, and the issuance of permits on all construction in the town
- Evaluates existing codes and ordinances to recommend changes as appropriate
- Prepares a variety of studies, reports and related information for decision-making purposes
- Enforces the Floodplain Management Ordinance to ensure full compliance
- Acts as staff liaison for the FEMA Community Rating System (CRS) program
- Coordinates department activities and functions with those of other Town departments and outside agencies as appropriate
- Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility
- Gives informational presentations to various community, civic, and professional groups to increase public awareness, understanding and support of department operations
- Attends training, workshops, conferences, meetings, etc., to maintain knowledge of trends and legislations

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- Performs general administrative, clerical work as required, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, reviewing literature and correspondence, etc.
- Other duties may be assigned or required at the discretion of the town, including EOC

### **Qualifications / Education / Skills**

- Bachelor's degree (BA) required from a 4-year college or university in a related field
- A minimum ten (10) years' experience within the building and zoning field and two (2) years of which must be in a supervisory capacity, or equivalent combination
- Must be certified as a Certified Floodplain Manager
- Must be certified as a Storm Water Plan Reviewer
- Must be certified as an ICC Residential Combination Building Inspector
- Must be certified as a Certified Building Official (CBO)
- Must have knowledge of watershed concepts involving storm water and floodplain management, including basic principles of stream protection and restoration, flood mitigation, water quality evaluation, and use of non-structural best management practices
- Must have knowledge of building codes and ordinances to ensure quality and safety of all structures and property: must have knowledge of planning and zoning within a town
- Ability to work effectively with the public, fellow employees, other agencies, and departments; ability to apply common sense understanding and reasoning with staff, mayor, town council, and citizens in written and oral form
- Must have excellent management skills: possess written and oral communication skills that include problem resolution and public speaking
- Ability to calculate figures and amounts such as permit fees, interest, statistics, proportions, percentages, area, circumference, volume; ability to apply concepts of algebra and geometry
- Computer skills to include Microsoft Office Suite, department related software, internet and email
- Ability to read and interpret contracts, correspondences, ordinances, resolutions, and proclamation documents
- Must have ability to exercise independent judgement within the limits of the position and perform a variety of tasks simultaneously or in rapid succession
- Must possess and maintain a valid South Carolina Driver License
- Successful completion of drug screen and various background investigations which may include criminal history, driving record, credit report, employment history, education verification and personal references

### **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, and/or crawl; use hands to finger, handle, or feel; reach with hands and arms; lift and/or move up to 50 pounds; drive a town vehicle; 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

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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, seasonal outdoor weather conditions, work near and around moving mechanical equipment, precarious and high places, fumes, and airborne particles.

### **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. Every director/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.

### **Disclaimer**

The job description is not an employment agreement or contract. The functions, 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.