



CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	Codes Inspector
Department:	Community Development
Class Code:	4040
Salary Grade:	G11
FLSA Designation:	Non-Exempt

General Statement of Duties

The principal function of an employee in this class is to perform inspections of commercial and residential construction projects and comprehensive review of residential plan submittals to ensure compliance with all codes as required by law and regulation and established Town construction practices and procedures. The work is performed under the supervision and direction of Chief Building Inspector, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with the Chief Building Inspector, Building Official, other Town management and personnel, area businesses, homeowners, contractors, architects, engineers, developers, other related professionals, and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Conducts inspection of residential construction projects for compliance with all Building, Plumbing, Electrical, and Mechanical Codes as adopted by the Town, the Land Management Ordinance, and FEMA flood requirements, and ensures construction is in accordance with approved plans;
- Conducts inspection of commercial construction projects for compliance in specific licensed discipline of Building, Plumbing, Electrical, or Mechanical Codes as adopted by the Town, the Land Management Ordinance, and FEMA flood requirements, and ensures construction is in accordance with approved plans;
- Conducts comprehensive reviews of residential plans to ensure code compliance; schedules review process work flow; examines plans and determines building, structural, electrical, mechanical, and plumbing code compliance;
- Interprets codes and regulations and explains permit and compliance conditions; Documents and maintains complete and accurate records of all inspections and any regulatory actions taken;
- Confers with and provides information regarding code requirements to developers, engineers, architects, property owners, the public, and other interested parties as required;
- Addresses any complaints or problems from concerned parties, and takes appropriate measures to ensure an expedient resolution or customer satisfaction in a timely and courteous manner;
- Investigates complaints regarding unauthorized or non-compliant construction, and issues "stop work orders" as necessary;

- Compares as-builts of completed development with the approved plans and works with Code Enforcement Officers if the as-builts are not in compliance with the approved plans;
- Initiates inspection and enforcement of potential LMO violations and provides demonstrative evidence or expert testimony as required;
- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards (*See Safety Manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of all applicable Federal, State, and local codes related to required work;
- Knowledge and understanding of construction industry practices, methods, operation, and materials;
- Knowledge of the Department's policies and procedures;
- Knowledge of Federal, State and local codes and ordinances applicable to specialized area(s) of assignment;
- Knowledge of investigation techniques and methods of inspection;
- Knowledge of methods and techniques of the construction trade(s) applicable to specialized area of assignment;
- Ability to understand, interpret and make recommendations on construction plans, construction codes, ordinances and blueprints;
- Ability to work outdoors in a variety of weather conditions for extended periods of time;
- Ability to effectively and assertively enforce specifications and regulations in a fair and impartial manner;
- Ability to analyze maps, codes, and legal descriptions, and make appropriate judgments on compliance or non-compliance issues;
- Ability to progress to next level of building of inspection certification;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- Associate's Degree in construction or related field; and
- Considerable work experience in field of specialization; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- State Inspector Certification specific to specialized area of assignment.
- Valid Driver's License.

Work Conditions and Essential Physical Abilities

Principal duties of this class are performed in a general office environment and require the following essential physical abilities:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects;

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized;
- Crawling: Moving about on hands and knees or hands and feet. Crouching: Bending the body downward and forward by bending leg and spine;
- Crouching: Bending the body downward and forward by bending leg and spine;
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Grasping: Applying pressure to an object with the fingers and palm;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Kneeling: Bending legs at knee to come to a rest on knee or knees;
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion;
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers;
- Standing: Particularly for sustained periods of time;
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles;
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading;
- Visual Acuity 2: Including color, depth perception, and field vision;
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures;
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment;
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.