



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:	Commercial Combination Inspector
Department:	Community Development
Class Code:	4046
Salary Grade:	G12
FLSA Designation:	Non-Exempt

General Statement of Duties

The principal function of an employee in this class is to perform inspections of construction projects to ensure compliance with building codes, laws, and regulations and enforce requirements related to the conversion of electrical underground service. 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 new and existing construction projects for compliance with all commercial, industrial and residential 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;
- Documents and maintains complete and accurate records of all inspections and any regulatory actions taken;
- Initiates inspection and enforcement of potential LMO violations and provides demonstrative evidence or expert testimony as required;
- Investigates complaints regarding unauthorized or non-compliant construction and issues "stop work orders" as necessary;
- Interprets codes requirements/regulations and explains permit/compliance conditions to developers, engineers, architects, property owners, the general public, and other interested parties as required;
- Administers and maintains franchise agreement for the conversion of overhead utilities; monitors construction sites; attends meetings with utility providers; approves franchise fee expenditures from utility provider invoicing; receives and reviews monthly statements and provide accurate weekly and monthly written reports of progress to Building Official;
- Develops guidelines and implements programs to inform and educate the public regarding the conversion process of overhead power lines to underground, lateral services;
- Performs electrical lateral calculations and plan review; verifies load calculations and wire size as submitted by contractors;
- Approves permit applications and issues conversion permits; inspects conversions for compliance; approves contractor estimates and forwards to utility provider; documents and maintains complete and accurate records; closes out permits after completion of conversion;
- Performs fire investigations as needed;
- Assists Fire Inspectors to ensure fire codes are met and maintained;
- 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 and ordinances related to required work;
- Knowledge and understanding of construction industry practices, methods, operation, and materials;
- Knowledge of wire sizing, service laterals and service sizing;
- Knowledge of the Department's policies and procedures;
- Knowledge of electrical estimating and pricing;
- Knowledge of investigation techniques and methods of inspection;
- Knowledge of methods and techniques of the construction trade(s) applicable to specialized area of assignment;
- Knowledge of legal terminology related to zoning and land use codes;
- Ability to understand, interpret and make recommendations on complex construction plans, diagrams, construction codes, ordinances and blueprints;
- Ability to respond to any problems, questions, complaints or comments from concerned parties and takes appropriate measures to ensure resolution in a timely and courteous manner;
- 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 judgment on compliance or non-compliance issues;
- 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
- Extensive work experience in inspections, including some experience in inspection of large commercial/multi-family projects and may include extensive background in the electrical trade with experience in electrical load calculations and design; 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;
- ICC certification as a Commercial Combination Inspector in at least two of the four model codes or ICC certification as a Building Official.
- Must be able to acquire a State of SC G1, G2 or G2 provisional registration prior to start date.
- If hired with a G2 provisional registration, must acquire State G2 registration within the allotted timeframe (12 or 24 months).
- Valid Driver's License.

Work Conditions and Essential Physical Abilities

Principal duties of this class are performed at various properties and/or construction sites with exposure to a variety of weather conditions and terrains and require the following essential physical abilities:

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects;
- Balancing: Maintaining body equilibrium to prevent from falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium;
- 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.