



## City of North Charleston Vacancy Notice

**Position:** Commercial / Residential Plans Reviewer  
**Department:** Building Inspections  
**Pay Grade:** 115 (\$62,730 - \$95,740)

### GENERAL STATEMENT OF POSITION

Under limited supervision, reviews commercial/residential plans and conducts building inspections to verify life safety and code compliance. Provides technical interpretation of codes and regulations as needed. Prepares and maintains all required documentation. Performs related work as required. \*Full job description attached.

### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by five years of experience in building inspection, plan review or construction, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess state Building Plans Examiner and Building Inspector certification(s), or Certified Building Official certification, or Commercial/Residential building, mechanical, electrical, and plumbing Plans Examiner.

Posted: 10/08/2024

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ  
Deputy Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>COMMERCIAL / RESIDENTIAL PLANS REVIEWER</b>		<b>Job Code:</b>	279
<b>Core Comp Group</b>	<b>ADMINISTRATIVE</b>		<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>Pay Grade:</b>	115			
<b>Effective Date</b>	07/01/2022	<b>Revision A: Risk</b>	M. COLE 06/30/2022	
<b>Revision B:</b>		<b>Revision C:</b>		
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>				
<b>Dept.</b>	<b>Building Inspections</b>		<b>Dept. #</b>	540
<b>Location:</b>	City Hall		<b>EM Status:</b>	
<b>Reports To:</b>	Deputy Building Official			

**Summary Objective**

Under limited supervision, reviews commercial/residential plans and conducts building inspections to verify life safety and code compliance. Provides technical interpretation of codes and regulations as needed. Prepares and maintains all required documentation. Performs related work as required.

**Essential Functions**

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Meets with contractors and design professionals to coordinate plan review, inspection and permitting activities.
- Assists in interpreting building codes.
- Reviews commercial / residential plans and specifications for new construction, renovation, and alterations for code compliance.
- Prepares plan review checklists for contractors; notifies contractors of plan approval or denial.
- Schedules and performs routine-to-complex inspections of commercial/residential building construction during and after project completion for compliance with applicable building, plumbing, mechanical, electrical, accessibility and fire safety codes.
- Prepares inspection reports; issues building permits and certificates of occupancy.
- Prepares and issues stop work orders, violation notices and citations as necessary for non-compliance; refers cases to Municipal Court and provides testimony as required.
- Follows up on each case to verify corrections have been made to comply with codes.
- Enters plan review and inspection requests and results into computer daily; establishes and maintains accurate and complete plan review and inspection files.
- Maintains contractor license records.
- Receives and responds to public inquiries, concerns and complaints regarding assigned cases and general department procedures.
- Must be available to be on call as required and assigned.
- Receives and responds to public inquiries, concerns and complaints regarding department programs and projects.
- Attends training, meetings, workshops, seminars, etc., to enhance job knowledge and skills and to maintain certifications.
- Receives and reviews construction / architectural plans, site inspection reports, specifications, correspondence, permit applications, etc.
- Prepares plan reviews, certificates of occupancy, inspection reports, stop work orders, citations, and various other records, reports, memos, correspondence, etc.

- Refers to policy and procedure manuals, computer manuals, codes / laws / regulations, various trade publications and reference texts, manufacturer's specifications, etc.
- Operates a vehicle and a variety of office equipment, including a computer, copier, telephones, calculator, two-way radios, fax machine, etc.
- Uses clerical and computer supplies, measuring and testing devices, ladders.
- Interacts and communicates with the immediate supervisor, other City department employees, co-workers, home / property owners, contractors, architects, engineers, developers, County personnel, various outside professionals and agencies, and the general public.
- Performs general clerical work as required, including attending meetings, preparing reports and correspondence, entering and retrieving computer data, sending and receiving faxes, copying and filing documents, ordering supplies, answering the telephone, etc.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures, and policies of the Building Inspection Department as they pertain to the performance of duties of the Commercial / Residential Plans Reviewer.
- Knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of applicable building and life safety codes.
- Knowledge of the methods and materials used in construction and renovation work.
- Ability to conduct thorough plan review and building inspections, note deficiencies and determine proper corrective courses of action.
- Ability to perform field work in uncomfortable physical conditions, including exposure to excessive heat / cold, odors, electrical currents, construction hazards, toxic agents, etc., and entering confined spaces and climbing to various heights.
- Ability to communicate professionally with other City and county departments, property/business owners, engineering / development and construction / real estate professionals, contractors, etc., in order to accomplish goals and complete projects.
- Ability to work under stressful conditions related to balancing multiple projects within the constraints of time available.
- Ability to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to read and interpret technical materials pertaining to the responsibilities of the job.
- Ability to prepare required reports and records with accuracy and in a timely manner.
- Knowledge of the terminology used within the department
- Knowledge of modern office practices and technology.
- Knowledge of and skilled in the use of computers for records management.
- Knowledge of the standard tools, materials, and practices of the trade.
- Skilled in the care and use of required tools and equipment.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge of proper English usage, punctuation, spelling, and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.

- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

### **Minimum Education and Experience Requirements**

Requires a high school diploma or GED equivalent supplemented by five years of experience in building inspection, plan review or construction, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess state Building Plans Examiner and Building Inspector certification(s), or Certified Building Official certification, or Commercial/Residential building, mechanical, electrical, and plumbing Plans Examiner.

### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight and occasionally heavier objects and materials. Tasks may require traversing uneven terrain, entering confined spaces and/or climbing ladders during field inspections.

### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Involves routine and frequent exposure to:

- bright/dim light; dusts and pollen
- extreme heat and/or cold; wet or humid conditions
- extreme noise levels; animals/wildlife.
- vibration; fumes and/or noxious odors.
- traffic; moving machinery.
- electrical shock; heights.
- exposure to radiation; disease/pathogens.
- toxic/caustic chemicals; explosives.

### **Special Certifications and Licenses**

- Valid South Carolina Driver's License

### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends, and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

### **Essential Safety Functions**

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

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 injury or illnesses.

Every manager/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.