



**POSITION OPEN**

**BUILDING DEPARTMENT  
BUILDING INSPECTOR**

**Job Posting Date – October 12, 2017**

The City of Conway is accepting applications for the position of Building Inspector. This position performs intermediate technical work in the inspection of all phases of building and construction to ensure conformity to local, state and federal codes and regulations. Performs field inspections and re-inspections of residential, commercial, industrial and public facilities for compliance with building, plumbing, electrical or mechanical codes; receives complaints in regard to defective constructions and handles enforcement problems; inspects existing buildings for hazardous conditions, structural failure or improper uses; issues warnings and stop-work order if necessary; testifies, prepares and presents evidence in court as needed on code violation cases; consults with building owners, contractors, developers and general public regarding codes, inspection, procedures, and other issues pertaining to code compliance programs and services; responds to questions, complaints and/or request for information; explains and interprets department policies and procedures, ordinances and codes; reviews building plans and specifications for compliance with codes; prepares reports and keeps records regarding inspections; operates personal computer, assigned vehicle and general office equipment necessary to complete essential functions, to include the use of word processing, spreadsheets, database or other software; does related work as required. Work is performed under the general supervision of the Building Official.

**Required Education and Experience:**

Any combination of education and experience to graduation from high school and considerable experience in the building construction trade, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position. Must obtain and maintain certifications from the International Code Council, such as Residential Combination Inspector, Commercial Plumbing Inspector, Building Inspector, Mechanical Inspector, Electrical Inspector, Building Plan Reviewer, or other areas of inspection. Must possess and maintain a valid South Carolina driver's license.

Entry level pay for this position is \$36,821. (\$17.70 per hour)

Interested persons should submit an application to Lynn S. Smith, Human Resources Director, PO Box 1075, Conway, SC 29528. Applications may be obtained from the SC Department of Employment & Workforce Center at 200A Victory Lane, Conway, SC or downloaded from the City's website at [www.cityofconway.com](http://www.cityofconway.com). The deadline to apply for this position is Friday, October 27, 2017.

**CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**