



CITY OF NEWBERRY

S O U T H C A R O L I N A

HUMAN RESOURCES DEPARTMENT

Planning & Development Services Department – City of Newberry **Chief Inspector and Plans Examiner**

General Overview:

The Chief Inspector and Plans Examiner performs skilled work in conducting field inspections or permitted development to ensure compliance with adopted codes and ordinances of the City, as related to the Commercial and Residential construction and development. Acts as the City's primary building official and code enforcer. Reports to the City Manager.

Job Functions:

- Handles all aspects of code and zone enforcement which includes counseling contractors concerning licensing for work and code interpretation, citizens regarding zoning regulations to property, advising legal representatives to procedures for appeals, advising developers, responding to citizen complaints, etc.
- Acts as liaison for pre-construction meetings with engineers, architects, contractors, developers, and business owners to resolve problems or questions with the review plan process and/or giving updates on the status of projects.
- Coordinates and enforces property maintenance and derelict building inspections, investigation, summons issuance, and prosecution of code enforcement violations.
- Coordinates with City departments and owners/tenants when and where utilities are to be connected. Prepares and processes various records and reports such as inspection reports, certificate of occupancy, authorization for utilities, notices of violations and ordinance summons.
- Enforces City codes and ordinances for building code, zoning codes, planning and subdivision regulations to include inspections of building, electrical, plumbing, mechanical, and gas installations and repairs; plans reviews, and approves zoning review, interpretations, and administration.

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“City of Friendly Folks”

Post Office Box 538 • Newberry, South Carolina 29108 • Phone (803) 321-1000 • FAX (803) 321-2609
www.cityofnewberry.com www.visitnewberry.com

Minimum Requirements:

- Bachelor's degree in relevant field, supplemented by 4-5 years of experience in construction or construction code enforcement, or residential/commercial inspections, or an equivalent combination of experience and education.
- Must be certified as a Master Code Professional or Certified Building Official, or have the ability to attain within 6 months from date of hire.
- Must possess or have ability to obtain certifications within defined period as deemed necessary by the City, to include, but not limited to, Residential/Commercial Electrical, Residential/Commercial Plumbing, Residential/Commercial Mechanical, and Building Plans Examiner.
- Must have a SC Driver's License.

The salary to commensurate with credentials, education, experience, and achievements.

Applications may be mailed to: City of Newberry, Attn: HR, P.O. Box 538, Newberry, SC 29108, emailed to hr@cityofnewberry.com or faxed to 803-321-3659. Applications may be obtained on the City's webpage at <https://www.cityofnewberry.com/careers> or by contacting Human Resources at 803-321-1000. Applicants may request an **application in-person at City Hall 1330 College Street, Newberry, SC 29108 between 8:30 a.m. and 5:00 p.m. Monday – Friday.**

The City of Newberry is an *Equal Opportunity Employer* ~ *This organization is inclusive and diverse and encourages all people meeting the required qualifications to apply.*

The City of Newberry is a vibrant, growing, municipality! We invest in our employees and encourage them to grow and develop in their positions and grow careers with the City. If you want a long-term opportunity within an exciting organization, this position may be for you.