

COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET
POST OFFICE BOX 156
NEWBERRY, SOUTH CAROLINA 29108

VACANCY ANNOUNCEMENT

DIVISION: Building Department

JOB LOCATION: 1402 Martin Street, Newberry, SC

POSITION: Building Inspector/Code Enforcement

HOURS WORKED PER WEEK: Regular fulltime, 40 hours per week

STARTING SALARY: \$31,939 – \$44,715

CONTACT PERSON: Wanda B. Hill, Director of Human Resources (803) 321-2100

POSITION DESCRIPTION: Inspects building construction and renovations for compliance with applicable building (structure, plumbing, mechanical, electrical, HVAC, and setup of manufactured home) related codes and ordinances. Work involves providing technical interpretation of codes and regulations. Prepares and maintains all required documentation. Code enforcement work involves performing investigative and enforcement work for State and local codes and ordinances. Reports to the Chief Building Inspector.

MINIMUM TRAINING AND EXPERIENCE: Requires a high school diploma with vocational/technical training in civil or structural engineering with five to eleven months experience in the construction or architectural fields or any combination of training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license. Must register with the South Carolina Building Codes Council as a Provisional Building Official (PBO), Provisional General Combination Inspector (PGC), or Provisional Residential Combination Inspector (PRC) within 90 days from date of employment and maintain valid licensing as required by the South Carolina Building Official, Commercial Inspector or Residential Inspector license. Must complete code enforcement training within one year of employment.

ADDITIONAL REQUIRED SKILLS: Excellent customer service skills, mathematical skills and computer skills to include Microsoft Word and Excel.

GENERAL INSTRUCTIONS: Applications will be accepted for this position beginning Wednesday, February 24, 2010 until filled. Newberry County Employment Applications may be obtained by visiting www.newberrycounty.net or by contacting the Human Relations Office at the Newberry County Courthouse Annex, 1309 College Street, Newberry SC, 29108. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.**

THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

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