

# BUILDING INSPECTOR

## Cherokee County, SC



### Location

110 Railroad Avenue  
Gaffney, SC 29340

### Job Type

Full Time

### Department

BUILDING INSPECTION

### FLSA

NON-EXEMPT

### Job Summary

Performs field inspections to verify that construction projects comply with applicable building codes and regulations. Provides guidance to contractors and the public regarding code requirements and assists with maintaining proper inspection and permitting procedures.

### Essential Functions

| Essential Functions | % of Time |
|---------------------|-----------|
|---------------------|-----------|

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|--------------------------------|-----|
| <b>Field Inspection Duties</b> | 40% |
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- Performs building code inspections on ongoing construction projects to ensure compliance with local, state, and federal regulations.
- Inspects construction sites and verifies that work meets required codes and standards.
- Documents inspection results and communicates findings to contractors and property owners.

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|------------------------------------------|-----|
| <b>Code Compliance Assistance Duties</b> | 25% |
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- Answers building code questions and assists contractors and builders in understanding applicable codes.
- Provides guidance on methods to meet required construction standards.
- Educates the public regarding building code requirements and compliance.

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|-------------------------------------------------|-----|
| <b>Permitting and Department Support Duties</b> | 20% |
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- Assists with building permit review and documentation.
- Supports office procedures related to permitting and inspections.
- Provides backup support for departmental administrative functions when required.

**Records and Reporting Duties** 10%

- Maintains inspection records and documentation for construction projects.
- Prepares reports related to inspections and compliance activities.
- Ensures proper documentation is maintained within the department.

**Other Duties as Assigned** 5%

- Performs additional duties as necessary to support the Building Inspection Department.

## Qualifications

### Education and Experience

- High school diploma or GED supplemented by training or experience in building construction, building inspection, or a related field.
- Experience in construction trade or inspection work is preferred.
- Equivalent combinations of education, training, and experience may be considered.

### Knowledge, Skills and Abilities

- Knowledge of building construction practices, materials, and safety procedures.
- Knowledge of building codes and inspection procedures.
- Ability to inspect construction projects to ensure compliance with applicable codes and regulations.
- Ability to read construction plans and specifications.
- Ability to communicate effectively with contractors, builders, and the public regarding code requirements.

## Working Conditions

**Primary Work Location:** Cherokee County Administration Building  
110 Railroad Avenue Gaffney, SC 29340

## Physical Demands

Work requires standing, walking, climbing ladders, bending, stooping, and reaching. The employee may lift or move objects weighing up to approximately 25 pounds and may work at construction sites or elevated locations.

## Mental Demands

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

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

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.