



Town Development Official: Code Enforcement Official, Building Official, and Zoning Administrator

The Town of South Congaree, South Carolina seeks to employ in a full-time position an individual who would serve in a hybrid position as **Code Enforcement Official, Building Official, and Zoning Administrator**. This individual would be responsible for ensuring that all properties within the town limits comply with local, county, state, and federal building codes, ordinances, and regulations.

As **Code Enforcement Official**, this individual would be responsible for identifying and investigating properties that are in violation of the property maintenance codes and ordinances of the Town of South Congaree.

The duties of the **Code Enforcement Official** include:

1. issuing violation warnings and citations to property owners,
2. posting notices of violation signs on the property,
3. documenting the date of abatement and/or issuing ordinance summons, 4. interviewing complainant and witnesses, and
5. providing recommendations for solutions.

As the **Building Official**, this individual would be responsible for inspecting both residential and commercial buildings within the town limits. This individual must be certified through the Bureau of the South Carolina Labor, Licensing, and Regulations and must have current South Carolina licenses to complete building, mechanical, plumbing, and electrical inspections.

The duties of the **Building Official** include:

- 1) reviewing and processing all applications for new construction or remodel to meet the Codes of the Town of South Congaree for proper submission and documentation.
- 2) ensuring that the contractor or homeowner follows all local, state, and federal building codes.
- 3) communicating with applicants to ensure that all parties involved comply and understand the process for building within the town limits.

As the **Zoning Administrator**, this individual will determine the appropriate zoning classification for all permits that will be issued by the town. Zoning classifications will be determined according to the official zoning map of the Town.

The duties of the **Zoning Administrator** shall include:

1. Reviewing building permits and businesses for compliance with appropriate zoning regulations.
2. Interpretation of the terms and provisions of this chapter.
3. Administration of the provisions of this chapter relating to zoning permits.
4. Administration of the provisions of this chapter relating to applications for variances, appeals from an administrative decision and other actions before the Zoning Board of Appeals.



5. Administration of the provisions of this chapter relating to applications for zoning amendments, the presentation of same to the Planning Commission and Town Council and giving notice of hearings on the amendment requests as specified herein.
6. The receipt of complaints from persons who allege that violations of this chapter have occurred, to thoroughly investigate or cause to be investigated those complaints, and to initiate or cause to be initiated action to prevent, enjoin, abate, or remove the violations.
7. The maintenance of the official copy of the zoning text and zoning map and other records and official materials as may relate to the adoption, amendment, enforcement, or administration of this chapter; and
8. Other duties as may properly relate to the accomplishment of the spirit and intent of this chapter.

Collectively, the above listed duties will be expected of this position, as well as any other that may be updated by the town when situations warrant.

Minimum Skills and Qualifications

1. Knowledge and competency commonly associated with the application of Town codes and ordinances, State Code, regulations, standards, and practices.
2. High School diploma or GED; prefer associate degree in building science or similar program.
3. **Current licensure through Bureau of the South Carolina Labor, Licensing, and Regulations for building, mechanical, plumbing, and electrical licenses for residential and commercial buildings.**
4. Current Property Maintenance, Housing Inspector, and Residential Inspector certifications by the International Codes Council (ICC).
5. Ability to use multiple computer programs such as Microsoft Programs to include word and excel and email.
6. The ability to maintain electronic records through various electronic programs.
7. Ability to meet physical demands of the position.
8. Valid South Carolina driver's license
9. Excellent communication skills.
10. Preferably five 2 - 5 years of experience as Code Enforcement Officer or Licensed Building Official.

