



County of Calhoun

Job Description

Job Title: Building & Planning Director
Department: 4800 - Building & Planning
Reports To: Deputy Administrator
FLSA Status: Exempt
Prepared By: B Roberson
Prepared Date: May 7, 2018
Approved By: B Roberson
Approved Date: May 7, 2018

Summary

The purpose of this job is to administer and enforce various County and state codes regulating the construction, use and occupancy of buildings and structures. Enforce public policy affecting logical, sound growth and management through comprehensive planning, development plan review, inspections and code compliance, and land use and zoning regulations.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Formulate long-range goals for the organization.
- Conduct planning and zoning training.
- Conduct planning and zoning committee meetings.
- Collect and analyze data to assist used to prepare policies and ordinances.
- Work with departmental budgets.
- Flood plain management.
- Work with other local jurisdictions providing technical assistance.
- Inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards.
- Meet with and assist property owners, contractors, architects, and others in resolving code and ordinance problems.
- Observes conditions and issues notices for corrections to persons responsible for conformance.
- Interprets legal requirements and recommends compliance procedures to developers, contractors, and owners.

- Keeps inspection records and prepares reports for use by administrative or judicial authorities.

Supervisory Responsibilities

Directly supervises employees in the building and planning department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Requires four (4) years of experience in zoning enforcement, urban planning, building construction, or equivalent combination of experience and education or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Microsoft Office Proficient

Certificates, Licenses, Registrations

- Must possess and maintain a valid South Carolina Driver's License

- South Carolina licensed Building Official.
- Certified Floodplain Manager
- Achieve and maintain educational requirements for local government planning or zoning officials or employees.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to high, precarious places and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.