

# Job Posting Form – Municipal Association of SC

**Job title**

Building Inspector

**City/Town of**

City of Mullins

**Category**

Planning, GIS

**Position hours****Employee status**

Full time

## Job duties

List no more than three job duties in spaces below. Any over **three** will be dropped due to space constraints.

**Description 1 of 3**

Conducts field inspections of residential and commercial properties to include foundations, framing, mechanical, plumbing, electrical and power, gas, safety, accessories and structures, pool installations and courtesy inspections. Reviews construction plans to ensure compliance with codes. Interprets codes to resolve inspector/builder conflicts.

**Job duty 2 of 3**

Creates standardized inspection procedures for field inspections. Promotes training, workshops, and association meetings with staff. Processes and monitors plan reviews and permit applications for all construction in the city.

**Job duty 3 of 3**

Schedules and conducts pre-job conferences with builders and contractors. Provides code requirements to architects, engineers and building owners. Conducts commercial and residential field inspections. Maintains files on all open active cases. Creates and maintains computer data and hard copies of all finished permits. Process and stores plans and inspection logs of all finished projects. Performs other duties as assigned.

## Qualifications

List qualifications in the spaces below – may include education, years of experience, certifications, specific areas of knowledge. Any over **three** will be dropped due to space constraints.

**Qualification 1 of 3**

High School Diploma or GED. Some college or trade school preferred. Five years of work experience in building inspection, construction or specialty trade required. Any combination of education and experience totaling five years is acceptable.

**Qualification 2 of 3**

Valid South Carolina Driver's License.

**Qualification 3 of 3**

Must have at least one current certification from the list below or ability to obtain within 6 months of hire. Completion of additional certifications are desired. All residential certifications must be acquired with 2 years of employment.

- \* B1 Residential Building Inspector
- \* E1 Residential Electrical Inspector
- \* M1 Residential Mechanical Inspector
- \* P1 Residential Plumbing Inspector

**Pay info**

Benefits include: Health, Dental and Eye Insurance, SC Retirement System, Annual & Sick Leave Accrual.

**How to apply**

Applications are available on the City Website.

**Web link to the job description**

<http://www.mullinssc.us>

**Deadline**

7/1/2022

**EOE Disclaimer**

The City of Mullins is an EOE and does not discriminate on the basis of age, sex, religion, national origin, race, disability, or political affiliation.

**The following information will not be published with the job posting.**

**Main contact for this job posting**

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