



CITY OF *Sumter*  
SOUTH CAROLINA

## **VACANT POSITION**

### Commercial / Residential Building Inspector Building Inspections Department

**Job Purpose:** To perform inspections during the course of construction of new and existing building(s) (commercial or residential) to ensure code and ordinance compliance with building, electrical, plumbing, and mechanical.

- Inspects footing, foundation, electrical, framing, plumbing, and mechanical systems and construction quality at regular intervals throughout construction, renovation, or repair of buildings for compliance with codes ordinances.
- Consults with contractors, subcontractors, chief inspectors, plans review technicians, and the Building Official in all phases of building construction or renovation.
- Assists citizens with complaints or requests for information involving construction or inspection issues; performs permitting duties when necessary.
- Maintains accurate records of all phases of inspection including correspondence, inspection results, permits or details of incidents during a specific project.
- Prepares department reports and regular department or special reports as needed.
- Supports and participates in department continuous improvement initiatives.
- Observes conditions and issues notices for correction and violations.
- Performs exceptional service to internal and external customers.

**Required Knowledge, Skills, and Abilities:** Ability to gain a thorough knowledge of ICC Code book. Must be able to obtain 2 ICC Building Inspection Certifications each year until all 8 Building Inspection Certifications have been achieved. Ability to learn the basic principles interpreting and understanding plans, diagrams, blueprints, and specifications. Must possess exceptional communication skills.

**Minimum Qualifications:** High school diploma or GED and 3 years work experience in the construction industry or a closely related field; or any equivalent combination of training and experience. Must possess a valid South Carolina Drivers License.

**Desired Requirements:** Associate degree in a field related to construction or civil engineering.

Deadline to Apply: **Open until filled**  
Apply online at [www.sumtersc.gov](http://www.sumtersc.gov) or  
mail resume with cover letter along with application to:  
City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in E-Verify. E-Verify allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration.

This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.