

FOR CURRENT CITY JOB VACANCIES - 24 Hours a Day, 7 Days a Week

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City Employment



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**RECRUITMENT MEMO FOR PROMOTIONAL PURPOSES FOR CURRENT CITY
EMPLOYEES INTERESTED IN APPLYING FOR THIS POSITION**

INTERNAL AND EXTERNAL CONCURRENTLY

OPEN UNTIL CLOSED OR FILLED

Class Code	12FN02	Position Title	HOUSING INSPECTOR	EEOF	EEOC
				03	09

DIVISION NO.	4003	DIVISION NAME:	COLUMBIA POLICE DEPARTMENT
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PAY GRADE:	109	SALARY RANGE:	\$ 18.52	\$ 23.61	/Hr.	\$ 38,524	\$ 49,118	/Annual	X	NE	E
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Current City employees interested in this position must submit a complete City application to Human Resources.

NATURE OF WORK: The purpose of this position is to enforce the City's property maintenance code to ensure safe and healthy living environments for City residents, and to perform related work as assigned.

MINIMUM QUALIFICATIONS (EDUCATION, TRAINING & EXPERIENCE): Graduation from high school, vocational school, or GED supplemented by one (1) year of college education in building inspection, code enforcement, or a closely related field with four (4) years work experience in scheduling and inspecting new construction, alterations, and repairs of residential and other structures to ensure structural safety and compliance with building codes.

SPECIAL REQUIREMENT(S): Must possess and maintain a valid SC Class "D" Driver's License and have an acceptable driving record. Preference may be given to applicants who have knowledge of personal computer equipment with skill in the use of Microsoft Office preferred, utilizing Outlook, word processing, spreadsheet, presentation and data base software programs as well as data entry skills. Must possess and maintain or be able to obtain the Property Maintenance and Housing Inspector and the Residential Building Inspector certifications as administered by the International Codes Council (ICC) within one (1) year from date of hire or promotion. Will be required to provide twenty-four (24) hour maintenance support seven (7) days a week. Will be required to attend meetings after normal work hours.

NOTE: MUST SUBMIT REQUIRED CERTIFICATION(S) WITH APPLICATION

DATE POSTED:	02-12-16	Terri Hooper/HR Manager	545-3004	POSTING NUMBER:	16-02-4369-I&E
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*FYI: SALARY FOR CURRENT CITY EMPLOYEE IS DEPENDENT ON EMPLOYEES CURRENT STATUS.

Standardized computer software: Microsoft Office 2003
I&E.doc

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EQUAL OPPORTUNITY EMPLOYER	IMPORTANT NOTICE – PLEASE READ	Rate of pay is based on a 40 hour work week; salary may vary depending on scheduled work hours.
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To be considered for this position, you **MUST** submit a **CURRENT, COMPLETED** City Employment application to the **HUMAN RESOURCES OFFICE, 1225 Lady Street (Corner of Lady & Sumter), Columbia, SC 29201, Phone: (803) 545-3010. DO NOT SUBMIT YOUR APPLICATION** directly to the Hiring Authority. Failure to **SUBMIT** your **APPLICATION** to the **HUMAN RESOURCES OFFICE** may make you ineligible for selection.