



Building Inspector Community Development

CD/2

JOB SUMMARY

This position is responsible for the inspection of new and renovated construction projects in the city.

MAJOR DUTIES

- Performs inspections on existing properties for rehabilitation purposes and potential violations of sanitation and safety codes.
- Performs final inspections for certificates of occupancy.
- Issues building, electrical, plumbing, mechanical and gas permits.
- Performs on-site inspections for ongoing construction, repair or modification projects for compliance with zoning ordinances, land development regulations, lot requirements and setbacks.
- Performs on-site inspections of properties to determine compliance with ordinances related to the demolition of unsafe buildings.
- Conducts follow-up inspections to determine code compliance.
- Notifies contractors, engineers, architects, sub-contractors, business owners, and home owners of code violations and discusses remedies.
- Responds to and investigates complaints of code violations and participates in code violation court hearings as required.
- Submits records of applications received, permits and certificates issued, fees collected, inspections completed, and notices and orders issued.
- Reviews building plans for construction, modification and renovation.
- Answers inquiries via telephone, email and in person from home owners, builders and contractors.
- Performs inspections for local businesses to ensure compliance with current business license.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of International Building Codes and the National Electric Code.
- Knowledge of erosion and sediment control codes.
- Knowledge of relevant state and city construction and housing codes, nuisance ordinances, construction and trade codes, and zoning ordinances.
- Knowledge of the principles and practices of commercial and residential construction.
- Knowledge of construction industry standards.
- Knowledge of the geography of the city, including subdivisions, roads, and street names.
- Knowledge of computers and job related software programs.
- Skill in detecting structural faults.
- Skill in assessing structures for rehabilitation purposes.
- Skill in reading blueprints and other technical diagrams.
- Skill in interpreting and applying zoning regulations.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Community Development Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include city personnel policies, the city code of ordinances, international codes, and the State of Georgia Sedimentation Control Handbook. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied inspection and code enforcement duties. Strict regulations and deadlines contribute to the complexity of the position.
- The purpose of this position is to complete inspections to ensure compliance with relevant construction codes. Success in this position contributes to the provision of a safe and healthy environment for the general public.

CONTACTS

- Contacts are typically with co-workers, other city employees, architects, engineers, contractors, developers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.