



Building Inspector

Planning and Development

JOB SUMMARY

This position is responsible for performing building inspections.

MAJOR DUTIES

- Inspects structures to determine the condition of structure and systems; documents with pictures.
- Works with Code Enforcement Officers to inspect vandalized structures to determine extent of damage.
- Writes inspection reports, creates files, and sends letters to owners of substandard properties.
- Inspects all phases of new construction for code compliance.
- Reviews building plans for approval prior to permitting.
- Writes and enters inspection reports into computer and hard files.
- Inspects tenant complaint issues; writes inspection reports and sends letter and report to landlord.
- Works with landlords to bring structures into code compliance.
- Prepares for and appears as an expert witness in court cases for city nuisance abatement program and code violation cases.
- Talks with owners and contractors to discuss and explain code issues.
- Meets with architects and engineers to review designs and discuss issues of code compliance.
- Issues stop work orders.
- Works with other city departments on building code issues.
- Measures building facades for secondary signs to determine allowed sign square footage.
- Removes signs from rights-of-way.
- Places zoning signs.
- Places community development grant surveys.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of building construction principles.
- Knowledge of building codes.
- Knowledge of city ordinances.
- Knowledge of zoning laws and regulations.
- Skill in the review of construction drawings and plans.
- Skill in the inspection of construction projects.
- 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 Planning and 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 International Code Council building codes, the National Electric Code, State of Georgia Code Amendments, and local city and county ordinances. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied building inspection duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to perform building inspection. Success in this position ensures compliances with all relevant laws, regulations, codes and ordinances.

CONTACTS

- Contacts are typically with co-workers, other city employees, builders, developers, engineers, architects, elected and appointed officials, real estate agents, insurance agents, property owners, 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 intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, 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, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High School diploma or GED preferably with some vocational training in an associated field of study.
- Certification in Plan Review pertaining to electrical, building, plumbing and/or mechanical.
- Three (3) to five (5) years as a building inspector and/or other highly relevant experience.
- Possession of a valid driver's license issued by the State of Georgia.
- ICC Code certified in residential building, electrical, mechanical and plumbing.