

VACANT POSITION

DEPARTMENT: COMMUNITY DEVELOPMENT

SUBMIT APPLICATION AND PROOF OF EDUCATION TO: employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE

CLOSING DATE: POSITION WILL REMAIN OPEN UNTIL FILLED

Job Title: Building Inspector I (Position #1303)
Salary: Pay Grade 17, Hiring Salary Range: \$31,888 - \$36,980
Provisions of Personnel Ordinance for promotion/demotion/transfer
Work Schedule: 8:00 a.m. – 5:00 p.m., Monday-Friday.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High school diploma or state-awarded GED and technical school training in building design/inspection required with a minimum of three years of practical experience in a building official/inspector capacity (or related); or any equivalent combination of education, specialized training, and experience which provides the necessary knowledge, skills, and abilities for this position. Must possess a valid Georgia Driver's License. Must possess or obtain Residential and Electrical Inspection certifications within 12 months of employment.

GENERAL STATEMENT OF JOB: Under occasional supervision, ensures buildings and structures within County jurisdiction meet proper utility codes, regulations, and specifications. Inspects residential and commercial structures to ensure compliance with electrical, plumbing, and mechanical codes. Operates a variety of equipment and hand tools in the performance of job duties. Reports to the Building Official and/or Community Development Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of carpentry machines, equipment and tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to forty pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Acts as direct assistant to the County Building Official.

Inspects residential, commercial, industrial, and other buildings during and after construction to ensure components as footings, floor framing, completed framing, chimneys, stairways, plumbing, electrical, heating and mechanical meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards.

Observes conditions and enforces all zoning regulations, County ordinances, and standard building codes; issues notices for corrections to persons responsible for conformance; obtains evidence and prepares reports concerning violations which have not been corrected.

Interprets legal requirements and recommends compliance procedures to building contractors, craft workers, and owners.

Inspects building sites for proper zoning and setback; inspects building sites for proper use of erosion and sedimentation controls.

Reviews requests for and issues building, improvement, and expansion permits as necessary to citizens and businesses.

Explains violations to contractors and citizens in ensuring corrections are made in compliance with County ordinances and building codes.

Prepares monthly construction reports and nuisance update for use by administrative and/or judicial authorities.

Receives and reviews architectural drawings, building plans, soil erosion plans, and related information necessary for code compliance determinations.

Confers with architects, building owners, contractors and general public on all County and State ordinances and current building code requirements.

Maintains daily inspections log for use in preparing and presenting monthly report.

Performs routine preventative maintenance and upkeep of assigned department vehicle.

ADDITIONAL JOB FUNCTIONS

Condemns unfit houses and enforces repair and/or demolition of same.

Performs miscellaneous duties as issuing permits, answering incoming calls, assisting in zoning matters, maintaining files, etc.

Conducts inspections on existing houses to ensure code compliance; determines possible lack of proper maintenance, housing violations, hazardous conditions, etc.

Prepares various records and reports such as construction and permit statistics, annual building reports, requisitions, etc.

Inspects houses/structures in other Georgia counties slated for relocation in Spalding County; performs inspections of previously burned building/structures to assure adherence to all safety codes.

Meets periodically with representatives from utility companies so as to remain aware of line/service changes; stays abreast of code changes within the building industry.

Operates a computer, motor vehicle, and copier in the performance of duties.

Substitutes for clerical staff as required in temporary absence of same.

Performs other related duties as required.

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