

**VACANT POSITION**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>**  
**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:**  
**[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Room 110**  
**CLOSING DATE: APRIL 7, 2022**

Job Title: Building Official (Position #1302)  
Salary: Pay Grade 24; Hiring Salary \$60,466 per year  
Provisions of Personnel Ordinance for promotion/demotion/transfer  
Work Schedule: 8 a.m. – 5 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 GED equivalent) required with a minimum of five years of progressively responsible experience in a building official/inspector capacity (or related); or any equivalent combination of experience, specialized training, and education which provides the requisite knowledge, skills, and abilities for this position. ICC Residential and Commercial Building Inspector certifications required. Residential Plans Examiner certification highly desired. Must possess and maintain a valid Georgia Drivers License.

**GENERAL STATEMENT OF JOB:** Under limited supervision, and using broad objectives and guidelines, manages the operations and staff of the department. Provides information to the general public concerning building codes, regulation, permits, maps and various federal, state, and local laws and regulations. Reviews and approves building, plot, and subdivision plans. Coordinates site plan reviews with developers and communicates often with the County Manager and Board of Commissioners concerning plans. Works with various planning agencies and enforces codes and regulations. Reports to the Community Development Director.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines which includes computer, printer, facsimile machine, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds force frequently. Physical demand requirements are at levels of those for sedentary and mildly work. Must be able to lift and/or carry weights of twenty to forty pounds.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Provides information to the general public regarding various codes, permits and regulation.

Ensures compliance with the Spalding County Georgia zoning, building and permit procedures laws and regulations.

Coordinates development activities affecting County and regional growth.

Provides technical service to other governmental agencies and private groups as needed.

Conducts special projects and research as required.

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, craftworkers, 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, 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.

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.

Performs special projects assigned by the Community Development Director.

Interacts and communicates with various persons in exchanging and/or providing information including members of the County Board of Commissioners, Planning Commission, Board of Appeals, department heads, employees, and residents.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.