

# Building Inspector

## Position

Reporting to the Community Development Director, this position is responsible for the inspection of new and renovated construction projects in the county and for the enforcements of county codes and ordinances.

**Salary:** \$35,984.00 to \$50,378.00/ Annually DOQ

**Posting:** October 29, 2018 through November 13, 2018

Submit resume to Bartow County HR via email to [cogginsm@bartowga.org](mailto:cogginsm@bartowga.org) or via mail to Bartow County Human Resources, 135 West Cherokee Avenue, St. 256, Cartersville, Ga. 30120

## MAJOR DUTIES

- Performs inspections of residential and commercial buildings or structures to ensure compliance with state and local codes or ordinances.
- Reviews and interprets blueprints, maps, plats and site plans to ensure compliance with codes or ordinances.
- Communicates, documents and addresses corrective actions necessary to resolve deficiencies.
- Maintains and records inspection reports, results and deficiencies.
- Investigates and enforces county ordinance violations; identifies and abates violations; patrols county to identify violations and work requiring a permit; maintains records, photographs and evidence.
- Coordinates inspections with other departments as required.
- Communicates with contractors, engineers, builders and homeowners.
- Testifies in court as required.
- Researches building codes and attends continuing education classes.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of building-related federal, state and local laws, codes and regulations.
- Knowledge of building construction practices and terminology.
- Knowledge of local codes and ordinances.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Chief Building Official assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include the International Building, Residential, Plumbing, Fuel-Gas, Mechanical, Energy Conservation, Electrical and Accessibility Codes as well as county building ordinances. 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 and to enforce county codes and ordinances. 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 county employees, architects, engineers, contractors, developers, vendors, court personnel, 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, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, 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, 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 the appropriate state or other equivalent certification for the type of inspection(s) conducted.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.