

# Development Inspector

## Community Development

### Position

Reporting to the Community Development Director this position is responsible for performing community development project inspections.

**Salary:** \$34,258.00 to \$40,524.00/Annually DOQ

**Posting:** Open Until Filled

**Submit resume to Bartow County Human Resources, 135 West Cherokee Ave. St. 256 Cartersville, Georgia 30120 or email to [cogginsm@bartowga.org](mailto:cogginsm@bartowga.org)**

### MAJOR DUTIES

- Inspects work performed by contractors involved in residential, non-residential, subdivision, road, and drainage system construction.
- Inspects residential erosion and sedimentation control projects.
- Inspects timber harvesting projects.
- Receives, responds to and resolves citizen complaints.
- Responds to inquires from property owners and the general public.
- Maintains daily logs of inspections and site visits.
- Researches plats and deeds.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of construction inspection principles and practices.
- Knowledge of the techniques, equipment and materials used in traffic, stormwater, and erosion control construction and maintenance.
- Knowledge of timber harvesting regulations.
- Knowledge of deed and plat research principles.
- Skill in reading blueprints and schematics.
- Skill in scheduling, assigning and prioritizing work.
- Skill in dealing with the general public.
- Skill in the use of computers and job-related software programs.
- Skill in interpreting and applying engineering and construction-related standards.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Engineering Division Manager 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 Bartow County Code of Ordinances, the Manual for Erosion and Sediment Control, the Georgia Stormwater Management Manual, the Code of Federal Regulations, Georgia Department of Transportation specifications, the Official Code of Georgia – Annotated, the Manual on Uniform Traffic Control Devices, and other relevant local, state and federal laws. These guidelines require judgment, selection and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and field inspection duties. Strict regulations and the unique nature

of each project contribute to the complexity of the position.

- The purpose of this position is to inspect construction projects to ensure compliance with codes and regulations. Successful performance ensures the proper construction and maintenance of county infrastructure.

## **CONTACTS**

- Contacts are typically with co-workers, other county employees, vendors, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and negotiate or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking or stooping. The employee occasionally lifts light and heavy objects and must distinguish between shades of color.
- The work is typically performed both indoors and outdoors at work sites, occasionally in cold or inclement weather. The employee is exposed to machinery with moving parts. The 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.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- 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.