

BULLOCH COUNTY POSITION DESCRIPTION

Position: Building Inspector – Code Enforcement Officer **FSLA: Non-Exempt**
Department: Building Permits **Grade: 16D**
Classification: Full-time **Division: Dev. Serv.**
Supervisor: Zoning Administrator/Chief Building Inspector
Current as of: February 2, 2015

JOB SUMMARY

Performs a variety of routine and complex technical work in building inspection work to insure that uniform building, plumbing, mechanical, electrical, energy conservation, and other codes and standards are met. Employee is also responsible for enforcing state and local codes and ordinances duties in a backup capacity, performing technical work to ensure that all codes and ordinances are adhered to throughout the County.

ESSENTIAL RESPONSIBILITIES & DUTIES

The following duties and responsibilities are normal for this position; they are not to be construed as exclusive or all inclusive:

Enforces the most current local, state, and federal building related codes, including the Georgia State Minimum Standard Codes for Construction (Standard Building Code, Standard Mechanical Code, Standard Plumbing Code, Standard Gas Code, National Electrical Code, Standard Fire Prevention Code, CABO Model Energy Code, CABO 1 and 2 Family Dwelling Code, Housing Code, Abatement of Dangerous Buildings Code, and local codes such as nuisance, clearing, grading, filling, and zoning (e.g., setbacks), etc. Issues correction notices and citations. (5%)

Performs building inspections for manufactured homes and modular buildings; determines compliance with all state and local ordinances. (2%)

Perform Soil Erosion/Sedimentation ordinance inspections for possible violations. Issues correction notices and citations as needed. (2%)

Maintains records of building and inspection activity, and completes related reports. Issues certificates and permits as appropriate and as required by local ordinance. (3%)

Regularly patrols or inspects and monitors for violations of County codes. (23%)

Identifies potential code violations relating to mobile homes, flood zone ordinance, soil erosion/sedimentation ordinance, signage, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters. (10%)

Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and serves warnings, correction notices, or citations. (9%)

Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance. (10%)

Provides information to persons who request information or assistance in code enforcement related matters. (3%)

Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position. (3%)

Coordinates efforts with the appropriate local court (Superior, State, or Magistrate Court), law enforcement, zoning, planning, building and related departments, and other staff or agencies, as needed. (5%)

Works with Magistrate, State, and/ or Superior Courts (as necessary) and local law enforcement agencies and prosecutors to obtain written or tape-recorded statements, depositions, or admissions, as needed. (10%)

Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court. (5%)

Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required. (5%)

Assists the Planning and Zoning Board as needed, and provides required information. (3%)

PERIPHERAL DUTIES

Performs other related duties as assigned. (2%)

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

The following standards express the minimum background of training and experience desirable as evidence of all applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalents, may qualify an applicant for this position.

Graduation from a high school or GED equivalent; two years experience related to inspection, law enforcement, building inspection, land use, public administration or a related field; or any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities

- Knowledge of the County zoning ordinance, mobile home ordinance, subdivision regulations, and other state and local codes and ordinances.
- Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;
- Thorough knowledge of county roads and geography.
- Skill in operating the listed tools and equipment;
- Ability to read and understand complicated plans and blueprints.
- Ability to prepare, organize and maintain inspection field data, reports and systems
- Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions
- Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner;
- Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits;

- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public;
- Ability to follow verbal and written instructions;
- Ability to handle stressful situations and effectively deal with difficult or angry people.

LICENSES/CERTIFICATIONS

Must possess a valid driver's license issued by the State of Georgia. The successful candidate must possess and maintain at least one of the following certifications: 1 & 2 Family Dwelling Inspector Certification from ICC; Building Inspector, Electrical Inspector, Mechanical Inspector, and/ or Plumbing Inspector Certifications. After hire, the employee is required to obtain one additional certification every 12 months until all of the certifications listed above are obtained. Certifications through the Georgia Association of Code Enforcements. Required to obtain a Level 1B Certified Inspector certification from the Georgia Soil and Water Conservation Commission.

SUPERVISORY CONTROLS

Works under the general guidance and direction of the Zoning Administrator/Chief Building Inspector. Work is reviewed upon completion for accuracy, procedural compliance, compliance with instructions, and the nature and propriety of the work.

Guidelines include state and federal laws and codes, local codes and ordinances, department regulations and procedures, and instructions from the supervisor. Guidelines are generally clear and specific, but require judgment in application.

SUPERVISION EXERCISED

This position has no supervisory responsibility.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.