

BULLOCH COUNTY POSITION DESCRIPTION

Position:	Zoning Admin. – Chief Building Inspector	FSLA: Exempt
Department:	Zoning	Grade: 18E
Classification:	Full-time	Division: Dev. Serv.
Supervisor:	Assistant County Manager	
Current as of:	February 2, 2015	

JOB SUMMARY

This position is responsible for performing specialized, technical work relating to land use, field inspections, and liaison work between the Developmental Services Division, the Planning and Zoning Commission, the County Manager, Board of County Commissioners, and private contractors and builders. 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:

Reviews and approves all survey plats for completeness and compliance with zoning ordinance, subdivision regulations, and all pertinent local codes and ordinances. (2.5%)

Interprets zoning districts and provides certifying information to citizens, as needed. Provides information to persons who request information or assistance in code enforcement related matters. (2.5%)

Maintains current zoning ordinance and recommends/ prepares changes, amendments, and new districts as appropriate; ensures zoning maps are updated following any zoning change. (2.5%)

Reviews zoning packets for completeness; assists citizens in the preparation of requests for rezone, conditional use, variance, and other requests, as needed. Reviews all requests for completeness. (8%)

Assigns items to Planning and Zoning Commission meeting agenda; ensures that agenda is advertised in the local legal organ by the required date. (2%)

Posts signs, answers questions pertaining to zoning requests prior to public hearing, insures that the zoning petition and related actions are in compliance with state and local ordinances, and prepares a detailed zoning analysis on the property in question for presentation to the planning and zoning board and to the Board of Commissioners. (4%)

Notifies adjacent property owners in writing of pending zoning requests; monitors and records opposition to zoning requests. (4%)

Disseminates and gathers information from various departments and other governmental units and participates in making staff recommendations concerning zoning items. (10%)

Recommends amendments to the Zoning and Subdivision ordinance. (3%)

Ensures that agenda and copies of the zoning packet are prepared and delivered to the Planning and Zoning Commission members prior to the advertised public hearing, moderates public hearing for Planning and

Zoning Commission, presents zoning analysis to Planning and Zoning Commission, and reviews completed minutes of Planning and Zoning Commission meetings. (4%)

Presents zoning analysis briefing to Board of Commissioners and answers questions as required, has zoning petitions certified by Clerk of the Board as to action taken by Board of Commissioners, notifies petitioner of action taken by Board, amends zoning map based upon action of Board, and maintains files of all zoning requests. (2%)

Coordinates the review of subdivision plans and administration of subdivision regulations with developers and department heads as needed; prepares reports for presentation to the Planning Commission. (7.5%)

Reviews and approves single-building development site plans for compliance with applicable codes and ordinances; conducts site inspections of properties. (5%)

Administers flood plain ordinance. (2%)

Issues land disturbing activity permits and maintains records of LDA permits. (2%)

Provides final review of all building permits and manufactured home permits and applications to assure compliance with all state and local laws and ordinances. (2%)

Maintains all files and records for the Zoning Department and bookkeeping system. (3%)

Receipts funds for the developmental services divisions, including septic tank funds, inspections, and other accounts. (1%)

Provides backup support for permitting, issuing building and / or mobile home permits in some situations. (2%)

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%)

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

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues. (5%)

Assists in resolving complex and sensitive customer service issues, either personally, by telephone, or in writing. Maintains records and documents of customer service issues and resolutions. (5%)

Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties. (4%)

Performs the duties of a plans examiner as needed and qualified. (4%)

Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance. (2%)

PERIPHERAL DUTIES

Performs other related duties as assigned. (1%)

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 four-year college or university with a degree in planning, management, public administration, or a closely related field. two years experience related to zoning, 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, subdivision regulations, and other state and local codes and ordinances related to zoning and/ or land use planning.
- Thorough knowledge of county roads and geography.
- Skill in operating the listed tools and equipment;
- 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.
- 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.
- Thorough knowledge of standard building, electrical, plumbing, mechanical codes, or general construction codes, and a thorough knowledge of carpentry.
- Considerable knowledge in electrical work, carpentry work, cement work, or plumbing, and skill in applying knowledge of national uniform building codes, zoning and land use applications.
- 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.

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.

SUPERVISORY CONTROLS

Works under the general guidance and direction of the Assistant County Manager.

SUPERVISION EXERCISED

Exercises supervision over clerical, part-time, temporary, or other staff as assigned.

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 both in office and in field settings. Some 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.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

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.