



Zoning Administrator/Chief Building Inspector (1100)

FLSA Status: Exempt

Pay Grade: 25

Safety-Sensitive: No

Purpose

The purpose of this classification is to perform specialized, technical work relating to land use, field inspections, and liaison work. The position performs a variety of routine and complex technical tasks in building inspection work to ensure that uniform building, plumbing, mechanical, electrical, energy conservation, and other codes and standards are met and enforces state and local codes and standards.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Reviews and approves all survey and subdivision final plats for completeness and compliance: coordinates with other departments for approval as needed; ensures compliance with County codes and regulations prior to recording; and delivers copies of final, signed approvals to appropriate personnel.

Receives and responds to inquiries from citizens, contractors, developers, other governmental agencies, and other County departments concerning zoning, land use, and building code issues: provides information and answers questions; conducts code and regulation research; makes recommendations and provides advice regarding compliance; assists citizens, builders, developers, and surveyors with zoning change requests; checks all applications for accuracy and completeness; and processes all zoning changes, variance, conditional use, sketch plans, and text amendments.

Processes requests for land disturbance permits: receives all necessary documents and ensures correctness; generates documents for permit; arranges and conducts onsite preconstruction meeting; follows up with routine inspections either by the code enforcement officer or personally; identifies non-compliance issues and recommends corrective action; and generates and submits related regulatory reports.

Coordinates Planning and Zoning Commission (PZC) meetings and related activities: prepares and distributes agendas; prepares and submits staff reports, meeting packets, public notices and other documentation and reports; briefs Commission on pending agenda items and other zoning issues; attends meetings, makes presentations, and answers questions regarding zoning and land use issues; assists chairperson with parliamentary procedures; and maintains records regarding decisions made by the Commission.

Presents zoning related items and resolutions to Board of Commissioners (BOC): prepares and submits agenda items approved by PZC; prepares and updates staff reports, resolutions, and presentation materials; and makes presentations and responds to questions concerning zoning issues or map changes.

Communicates PZC and BOC decisions and actions to citizens, developers: determines property owners of surrounding property in question; generates and mails letters, decision sheets and other documentation and items; and ensures deadlines are met and zoning signs are placed on/removed from the property.

Processes building permits: reviews building permits and plans for completeness, accuracy and code compliance; researches code questions and possible issues; performs building inspections; interprets and enforces codes and ordinances; meets with owners, contractors, engineers and architects as needed to discuss plans and code compliance issues; and makes recommendations as needed.

Manages Flood Plain Ordinance: makes determinations concerning flood zones; writes letters for residences to insurance companies; ensures all new construction in Flood Hazard areas is built to the proper standard; obtains and maintains all required paperwork; stays up to date on floodplain issues; and attends related conferences, workshops and training.

Prepares and manages departmental paperwork regarding financials and issuances: prepares daily finance statements and deposits for building and zoning department; submits deposits to bank; and generates and submits reports regarding zoning and permits issued.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Planning, Construction Management, or a related field required; supplemented by three years of experience in zoning, planning, and building inspections; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License and Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain the following certifications: International Code Council (ICC) Building Inspector, Certified Flood Plain Manager, and Georgia Soil and Water Conservation Commission Level 1B.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, traffic hazards, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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