



## **Building Inspector (2111)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 16

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to ensure public safety through inspecting and enforcing building and zoning codes of Bulloch County. Duties include issuing and enforcing orders to ensure compliance and making inspections on residential and commercial projects.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Conducts field inspections throughout the County at project sites for code compliance, including residential and commercial site installations: inspects building, framing, footing/slabs, gas, mechanical, plumbing and electrical; and reviews approved building plans and compares to actual construction to ensure compliance.

Identifies code violations and needed corrective action: writes letters to contractors, architects, engineers, and/or property owners regarding inspection findings; re-inspects after completion of required corrections/modifications; issues citations for violations; and prepares and presents evidence in Court as needed.

Approves construction activities and final products which meet building, foundational, gas, mechanical, plumbing, and electrical code requirements: and maintains inspection records and related documentation in departmental systems.

Communicates with building owners, contractors, developers, and the general public regarding codes, inspection procedures, and other issues pertaining to code compliance programs and services: responds to questions, complaints and/or requests for information; and explains and interprets department policies and procedures, ordinances and code.

Performs a variety of administrative duties in support of inspection work: makes and returns phone calls; prioritizes and schedules assigned inspections; completes daily log sheet; preparing inspection files, certification files, building permits, letters, etc.; enters information collected into database; and maintains all related records and files.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required; supplemented by three years of experience in building inspection or a related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

**Special License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain International Code Council (ICC) Residential and Commercial Building Inspections certifications.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**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, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **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 moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, 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, 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, pollen, odors, wetness, humidity, rain, temperature and noise extremes, hazardous materials, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, and toxic agents.

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

Created July 2019