

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: BUILDING INSPECTOR - ENTRY LEVEL

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform inspections of residential/commercial buildings and related systems to ensure compliance with applicable building codes and licensing requirements.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Interprets, applies, and enforces the provisions of standard building codes, electrical codes, plumbing codes, mechanical codes, fire prevention codes, life/safety codes, energy codes, handicapped accessibility codes, and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches code-related issues in code books as needed; initiates any actions necessary to correct deviations or violations.

Plans daily inspection schedules and travel routes to achieve maximum efficiency and ensure completion of scheduled inspections; drives to construction/property sites to conduct inspections and related work activities; coordinates inspection activities with other departments, property owners, contractors, utility companies, or other individuals.

Refers to architectural drawings, construction plans, plan revisions, specifications, previous inspection records, or other documents in association with inspection activities.

Conducts site inspections of residential/commercial buildings (including construction work, remodeling work, building systems, and premises) for compliance with applicable codes, specifications, and approved construction plans; conducts rough-in inspections and final inspections; inspects construction alteration, demolition, use, and occupancy of buildings and premises to verify structural strength, stability, sanitation, adequate lighting, ventilation, and safety to life and property from fire and other hazards; inspects mechanical, plumbing, gas, electrical, roofing, fire alarm, and related building systems; inspects foundations, slabs, footing, and framing; inspects construction methods and materials; verifies contractor licensure and proper permitting of construction work; inspects existing buildings for improper use.

Provides information and technical assistance concerning inspection activities, code interpretation, code requirements, code compliance, permits, licenses, and related issues; discusses problem areas with property owners, contractors, engineers, and architects; recommends solutions to problems; responds to questions/complaints, researches problems, and initiates problem resolution.

Identifies code violations, deficiencies, hazardous conditions, structural failures, or improper uses; explains violations, recommends corrective actions, and advises of changes required for code compliance; issues warning notices, violation notices, or stop work orders as appropriate; monitors status of failed inspections; conducts follow-up inspections to verify correction of deficiencies.

Issues Certificates of Occupancy for approved construction work.

Issues permits for construction in the County; makes copies of permits.

Assigns business licenses and alcohol licenses.

Receives moneys in payment of permit fees, license fees, or other departmental fees/services; calculates appropriate fees; records transactions and issues receipts; balances revenues, prepares bank deposits, and forwards as appropriate.

Prepares records for multiple electric companies; authorizes electric companies to activate electrical services.

Prepares and maintains accurate records of inspection activities; files and maintains construction plans.

Assists with budget preparation; monitors expenditures to ensure compliance with approved budget.

Prepares or completes various forms, reports, correspondence, affidavits, inspection reports, Certificates of Occupancy, warning notices, violation notices, stop work orders, or other documents.

Receives various forms, reports, correspondence, payments, affidavits, architectural drawings, specifications, plan revisions, blueprints, photographs, industry reports, technical reports/articles, trade journals, street maps, codes, ordinances, regulations, standards, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, concrete thermometer, electrical testing instruments, measuring devices, hand tools, general office equipment, or other equipment as necessary to complete essential functions.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Communicates with supervisor, employees, other departments, property owners, contractors, architects, engineers, utility companies, vendors/suppliers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings as needed.

Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; reviews new codes and changes to existing codes; maintains an awareness of new methods, materials, trends and advances in the profession; reads professional literature; attends seminars, workshops, and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Assists contractors and property owners with preparation of building permit applications; assists business owners and contractors in completing business license applications.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, distributing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree or Vocational/Technical degree with course work emphasis in general building construction, construction trades, and a variety of building inspection specialties; supplemented by four (4) years previous experience and/or training that includes general building construction, construction trades, code enforcement/interpretation, and a variety of building inspection specialties; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

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 provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

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; 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

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, depth, 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, wetness, humidity, rain, temperature and noise extremes, fumes, unsafe structures, heights, electric currents, traffic hazards, bright/dim light, or rude/hostile citizens.

Lee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.