

JOB TITLE: Chief Building Inspector

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DEPARTMENT: Planning and Zoning, Jasper County

JOB SUMMARY: This position is responsible for inspecting all phases of residential, commercial, and industrial construction work for compliance with applicable codes and ordinances.

MAJOR DUTIES:

- o Inspects all phases of commercial and residential construction; performs electrical, mechanical, plumbing, gas, footing, slab, setback, fire safety, and structural inspections for compliance with building codes and zoning regulations.
- o Reviews and interprets Jasper County and City of Monticello adopted building codes.
- o Reviews plans, including schematic building and site drawings to ensure compliance with building, electrical, plumbing, gas, mechanical, life safety, fire, parking, exits, accessibility, and other codes and ordinances.
- o Ensures that contractors working in the City of Monticello and Jasper County are properly licensed.
- o Maintains files of inspections, reinspections, notes, and required reports; compiles status reports on specific assignments as requested.
- o Manages the construction of various buildings for the county.
- o Serves in the absence of the Planning Director.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the theories, principles and practices of commercial, industrial, and residential construction.
- o Knowledge of federal, state, and local building codes and safety requirements, including the Americans with Disabilities Act.
- o Knowledge of structural, electrical, gas, mechanical, plumbing, and fire prevention codes for building construction.
- o Knowledge of construction industry standards.
- o Knowledge of the geography, subdivisions, and streets of the county.

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- o Skill in reviewing building and site plans.
- o Skill in public relations.
- o Skill in driving a vehicle.
- o Skill in the use of a computer.
- o Skill in the use of testing and inspection equipment, including voltage meters and current testers.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Planning Director assigns work in terms of very general instructions. Completed work is spot-checked for compliance with established procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include the Americans with Disabilities Act and federal, state, and standard building, plumbing, mechanical, gas, electrical, life safety, and fire prevention codes. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied technical inspection duties.

SCOPE AND EFFECT: The purpose of this position is to ensure that construction meets applicable building codes. Successful performance in this position helps ensure compliance with established construction standards resulting in consistently high levels of safety and quality of construction in the county.

PERSONAL CONTACTS: Contacts are typically with builders, other county employees, co-workers, real estate personnel, property owners, architects, engineers, electricians, plumbers, utility personnel, contractors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light objects, climb ladders, and be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and at inspection sites. The employee is exposed to noise, dust, dirt, machinery with moving parts, irritating chemicals, and occasional inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and hard hats.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has functional supervision over a part-time Building Inspector/ Code Enforcement Officer.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.