

**CITY OF GUYTON, GEORGIA  
POSITION CLASSIFICATION PLAN**

**Role: BUILDING INSPECTOR**

**Department: PUBLIC WORKS**

**Report to: CITY MANAGER**

**RESPONSIBILITIES:**

To ensure all new and existing buildings are built and maintained consistent with nationally recognized standard for health, safety, welfare, energy and water conservation, adequate egress facilities, sanitary equipment, light and ventilation. For safety facilities, structural strength, and physically handicapped and age accessibility. Works in conjunction with the Police Chief reviewing and enforcing City codes, zoning and ordinances.

**EXPECTATIONS:**

1. Monitor all commercial and residential building construction and ensure compliance with the current International Building Code as adopted by the City.
2. Review and process all building application to ensure compliance with existing City Ordinance.
3. Make sure that all building requirements concerning plumbing, electrical, and HVAC are met as mandated by the State of Georgia.
4. Building inspections are to be conducted during the course of construction, alteration, and repairs to ensure that plans, workmanship, and materials conform to existing code and ordinance requirements applicable to building construction.
5. Maintains membership in the International Code Council, maintains all applicable certifications, and takes continuing education courses to maintain certifications.
6. Performs inspection duties in all areas of required certification by the City but not limited to plumbing, electrical, mechanical, and structural.
7. Reviews various forms, reports, correspondence, manual, reference materials, and other documentation, complete, processes, forwards or retains as appropriate.
8. In the performance of duties of building inspector must be able to operate a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes correction; utilizes word processing, spreadsheet, or other software programs.
9. Communicate with supervisor, employees, other departments, the public, and other individual as needed to coordinate work activities, review status of work, exchange information or resolve problems.
10. Communicate building requirement of City to the contractor/developers/general public.
11. Maintains files of inspection, re-inspection, notes, and required reports.

12. Maybe called on to represent the Building and Zoning Department in matters involving the City Council.
13. Assist the City Manager in providing staff support to the Planning and Appeals Commission,
14. In conjunction with Police Chief investigate code violations and prepare related documentation.
15. Process code enforcement violations and represents the City in court proceeding.
16. In conjunction with Police Chief review, discuss and investigate all possible violations of City or State code, zoning or ordinances, and take appropriate action.
17. The Building Inspector and Police Chief are to report the findings of all violation and pertinent investigations to the City Manager.
18. Performs other related duties as required.

### **Minimum Qualifications:**

Vocational/Technical degree with training emphasis in building trained; supplemented by five (5) years previous experience and/or training that includes building construction and knowledge of code; or any equivalent combination of education, training, and experience which provides the requested knowledge, skills, and abilities for this job. Must possess and maintain a valid U.S. driver's license. Must possess and maintain valid plumbing, electrical, and mechanical certification.

### **Machines, Tools, and Equipment:**

Automobile, tape rule, blueprints, International Building Code, Code mandated by the State of Georgia, computer, calculator, measurement tools, fax machine and means of communication, while working in the field.

### **Working Condition:**

Performance of the central functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, electric current, traffic hazard, toxic agents, or pathogenic substances.

### **Mental Demand:**

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimal and percentage; may include ability to perform mathematical operations with fractions; may include ability to calculate discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface area, volume, weight, and measures. Ability to communicate well, through verbal and written means, at all levels of the construction industry, especially with the public. Requires ability to handle several responsibilities and tasks at one time, and be able to prioritize those tasks. Requires ability to organize and schedule files, work tasks, meetings, etc.

### **Physical Demand:**

Task requires the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, 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).

#### **WORK HOURS AND CONDITIONS:**

City Building Inspector works on a contractual basis by appointment to be mutually decided by City Manager and City Building Inspector. Work hours are on an as needed on call basis between 8:00 am to 5:00 pm, Monday through Friday, with one hour off each day for lunch.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to gain knowledge of the building codes in operation in the City.

Ability to gain knowledge of ordinances relating to construction and inspections.

Knowledge of building construction methods and materials.

Knowledge of mechanical, plumbing and the electrical trade procedures, materials and practices.

Knowledge of all aspects of construction.

Knowledge of possible building construction defects or mechanical malfunctions.

Ability to be firm in requiring remedy of these defects.

Ability to read and interpret construction plans and blueprints.

Ability to establish and maintain effective working relationships with contractors and others in the construction trade.

Ability to distinguish colors.

Ability to operate a motor vehicle.

#### **EDUCATION, TRAINING AND EXPERIENCE:**

Graduation from accredited high school or possession of an acceptable equivalency diploma.

Five (5) years experience in the trades or as a building inspector, builder, engineer, architect, superintendent, foreman or competent mechanic in charge of construction.

A comparable amount of training, education or experience may be substituted for the above minimum qualifications.

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Must meet the requirements as set forth in the Standard Building Code.

SBCCI certification preferred/required within one (1) year of hire.

Valid Georgia Driver's License

**ESSENTIAL PHYSICAL SKILLS:**

Moderate lifting and carrying (15 to 45 pounds).

Distinguish colors.

Acceptable vision (with or without correction).

Acceptable hearing (with or without correction).

Walking.

Standing.

Crawling.

Kneeling.

Bending.

Balancing.

Stooping.

Climbing.

**ENVIRONMENTAL CONDITIONS:**

Works inside and outside in varying weather conditions with noise, slippery surfaces, uneven surfaces.

Heights (up to 50 feet).

Some stressful situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

**THIS IS A NON EXEMPT POSITION**