CITY OF FITZGERALD

COMMUNITY DEVELOPMENT/BUILDING INSPECTOR

302 E. Central Ave
Fitzgerald, GA 31750
229-426-5063

FLSA Status: Non-Exempt
Risk Code: 9410
EEOC Code: 7
Salary Range: $38,000-$48,000
Pay Cycle: 80

JOB DESCRIPTION

POSITION: ***Building Inspector***

REPORTS TO*:* Community Development Director

JOB SUMMARY

Under general supervision, performs technical duties in enforcing construction codes to ensure public safety and health; serves as a resource and provides information on regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

MAJOR DUTIES

1. Inspects construction work for which a building permit is required.

2. Inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of the International Building Code, International Mechanical Code, International Plumbing Code, International Residential Code, and/or the National Electrical Code.

3. Inspects building projects to ensure construction proceeds in accordance with plans approved with the building permit.

4. Reads and interprets adopted codes, technical manuals, drawings, instructions, specifications as related to construction projects.

5. Clearly notifies contractor of code violations with written compliance report at the time of inspection.
6. Works with the public at the permit counter and on the phone to answer basic code questions.

7. May check that all required special inspections are performed and reviewed for completeness.

8. Works with computer to schedule inspections and updates computer with results of inspections performed.

9. Follows up to verify correction of violations are made and takes appropriate action to ensure compliance.

10. Reviews very basic plans for code compliance.

11. Evaluates existing buildings, on a complaint basis, for hazardous conditions and initiates abatement procedures per the currently adopted Uniform Code for the Abatement of Dangerous Buildings when warranted.

12. Studies technical literature and attends meetings to keep current on applicable codes and code changes as they occur.

13. Reviews Right of Way Encroachment applications and issues permits.

14. Handles all asbestos related issues. This could include answering any questions from the public about abatement requirements and/or asbestos removal for court ordered demos.

15. Handles land disturbance issues/permitting.

16. Performs related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the International Building Code, International Mechanical Code, International Plumbing Code, International Residential Code, and the National Electrical Code; working knowledge of current construction methods, materials, tools and equipment. Ability to read and interpret construction plans and specifications. Ability to detect hazards and violations and recommend corrective measures during field inspection work; ability to enforce regulations with firmness, consistency, tact and courtesy in field inspection work; ability to communicate effectively verbally and in writing; ability to remain calm, objective, and impartial under stressful conditions; ability to establish and maintain effective working relationships with employees, other departments, contractors, and the general public.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Environment- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

Physical- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye

coordination is necessary to operate testing instruments, tools, computers and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license
- Completion of International Code Council (ICC) certification

DRUG AND ALCOHOL COMPLIANCE

- In accordance with the City of Fitzgerald's Drug and Alcohol Policy, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol use.
- Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the workplace or abuse alcohol on the job.
- Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

Equivalent to completion of the twelfth grade supplemented by one (1) year of experience in inspection or the construction trades, or any equivalent combination of education and experience. ICC certified preferred but not required. Selected applicant will be required to successfully complete all ICC certification exams.

It is also required of the employee to be dependable, prompt, and accountable for his/her work performance.

THE CITY OF FITZGERALD FOCUSES ON TEAM-WORK AND EXPECTS ALL STAFF TO BE TEAM PLAYERS AND REPRESENT THEMSELVES FAVORABLE TO OUR COMMUNITY