



Building Inspector/Code Enforcement Officer

JOB SUMMARY

This position is responsible for supervising construction and rehabilitation projects; and enforcing County Zoning Codes and Ordinances for Lamar County.

MAJOR DUTIES

- Supervises compliance process for construction and rehabilitation projects for the County; assists in enforcing zoning and environment codes and ordinances.
- Assists in negotiating and awarding construction contracts.
- Collaborates with the project team during the design, pre-construction and engineering phases of the construction process; assists in preparing work plans.
- Coordinates with project stakeholders including architects, consultants, engineers, and contractors.
- Reviews and interprets drawings, diagrams, and specifications for construction and rehabilitation projects.
- Assists in developing and implementing goals and objectives for each project; provides field directives and ongoing onsite support as needed.
- Monitors ongoing projects; conducts inspections and ensures compliance with specifications and budget.
- Patrols the County, conducts inspections and investigations, and enforces codes and ordinances including those related to zoning, land use, nuisances, health and safety, blight and water waste.
- Responds to citizen complaints and reports regarding alleged violations.
- Conducts investigations of violations, collects and maintains evidence; conducts interviews; maintains case files, prepares reports.
- Prepares building permits and certificates of occupancy.
- Identifies needed supplies and materials for construction and rehabilitation projects; assists in soliciting and procuring items.
- Reviews and processes payment requisitions and change orders.
- Issues citations and corrective actions for violators; conducts re-inspections.
- Prepares a variety of written reports, correspondence and memos.
- Prepares a variety of required reports.
- Attends meetings, events, and continuing education trainings.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of County codes and ordinances.
- Knowledge of related federal, state, and local laws.
- Knowledge of architectural and construction principles and practices.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in interpreting construction plans and designs.
- Skill in the use of specialized equipment and firearms.
- Skill in oral and written communication.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The County Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include County and department policies and procedures, County codes and ordinances, County land use maps, and related federal, state, and local laws. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative, construction and enforcement duties.
- The purpose of this position is to inspect properties and enforce County codes and ordinances. Successful performance helps ensure the efficiency and effectiveness of all County government operations.

CONTACTS

- Contacts are typically with coworkers, other County agencies and employees, attorneys, architects, engineers, contractors, vendors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk, standing, stooping, walking, bending or crouching. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity. The employee climbs ladders and distinguishes between shades of color.
- The work is typically performed in an office or on site and exposes the employee to the outdoors (dust, dirt, grease, machinery with moving parts) and occasional cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education, or a combination of education, experience and skills that meet the prerequisites of the position.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 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.