

GORDON COUNTY, GEORGIA

JOB TITLE: BUILDING INSPECTOR – CODE, EROSION & STORMWATER ENFORCEMENT

REPORTS TO: DIRECTOR OF BUILDING PLANNING AND DEVELOPMENT

DEPARTMENT: BUILDING, PLANNING AND DEVELOPMENT

STATUS: EXEMPT

JOB SUMMARY:

To assist the Chief Building Official in the daily operation of the Building, Planning, and Development of Gordon County. To assist in the inspection of residential, commercial, and industrial construction with reference to structural stability, electrical wiring, plumbing, and heating and cooling installations. Responsible for inspection for setup of mobile home. Responsible for interpretation and enforcement of the zoning ordinance to ensure that property conforms with the zoning plan. Responsible for stormwater and erosion control enforcement. May assist with code enforcement.

MAJOR JOB RESPONSIBILITIES:

Review applications for licenses and permits for compliance with all related state and local codes and ordinances as assigned by the Chief Building Official.

Responsible for daily inspection of housing, mobile home, commercial, industrial, electrical, plumbing, heat and cooling, soil and erosion, flood zones applications as assigned by the Chief Building Official.

Works closely with State Environmental Health Department to ensure that health and safety regulations are adhered to.

Be able to read and interpret construction plans and blueprints.

Must be consistent in the application of policies and procedures set forth by Gordon County Board of Commissioners.

Be available and open to public, providing information to private individuals and officials regarding buildings codes and ordinances on a daily basis. Be able to issue permits and collect fees.

Confer with Local, State, and Federal agencies as needed.

Responsible for record keeping concerning inspections and filing reports with the Chief

Building Official or appropriate agency as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work effectively as a team member in providing excellence in customer service to the citizens of Gordon County.

Knowledge of state minimum standards codes, and Gordon County Zoning Ordinances.

Knowledge of Gordon County or the willingness to acquaint with all areas of the county.

Ability to communicate effectively, both verbal and written.

Must be computer literate and possess a good working knowledge of various word processing, spreadsheet, and software.

Ability to attend evening meetings as required.

EDUCATION REQUIREMENTS:

Bachelor's degree in Engineering, Architecture, Business or other related field. A minimum of three (3) years experience in construction/and or land use field.

High School Diploma or Equivalency and any combination of training and experience that provides the necessary knowledge, skills and abilities.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently exposed to outside weather conditions, extreme cold or heat. The employee is frequently exposed to wet and/or humid conditions; high precarious places; and fumes or airborne particles. Noise levels may vary at times, and may reach moderate to high levels around construction machinery. Frequent squatting, bending, kneeling, reaching, and twisting. Crawling, ladder, stair, and scaffold climbing is sometimes required.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands with dexterity; reach with hands and arms. The employee must regularly lift and/or more up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

LICENSES REQUIRED:

Valid Class I Driver's License and a satisfactory Motor Vehicle Record (MVR).

OTHER PREFERRED LICENSES AND CERTIFICATIONS:

**ICC Residential Certification
ICC Commercial Certification
GSWCC Level IB Red Card**

NO ATTEMPT HAS BEEN MADE TO BE EXHAUSTIVE IN THIS LISTING. OTHER DUTIES MAY BE ASSIGNED AS DEEMED NECESSARY BY THE DEPARTMENT HEAD OR THE COUNTY ADMINISTRATOR.