



LEE COUNTY, GEORGIA

Classification Specification

Building Inspector (1520)

FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform inspections of residential buildings and related systems to ensure compliance with applicable building codes and licensing requirements.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Interprets, applies, and enforces the provisions of standard building codes, electrical codes, plumbing codes, mechanical codes, fire prevention codes, life/safety codes, energy codes, handicapped accessibility codes, and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches code-related issues in code books as needed; initiates any actions necessary to correct deviations or violations.

Plans daily inspection schedules and travel routes to achieve maximum efficiency and ensure completion of scheduled inspections; drives to construction/property sites to conduct inspections and related work activities; coordinates inspection activities with other departments, property owners, contractors, utility companies, or other individuals.

Refers to architectural drawings, construction plans, plan revisions, specifications, previous inspection records, or other documents in association with inspection activities.

Conducts field inspections of residential construction sites throughout the County for compliance with applicable codes, specifications, and approved construction plans: reviews and verifies permit and licensing requirements; inspects installations and construction activities, methods, and materials; and reviews approved building plans and compares to actual construction to ensure compliance.

Identifies code violations and needed corrective action: writes letters to contractors, architects, engineers, and/or property owners regarding inspection findings; provides information and technical assistance concerning inspection activities, code interpretation, code requirements, code compliance, permits, licenses, and related issues; re-inspects after completion of required corrections/modifications; and issues citations for violations.

Performs a variety of related and administrative duties in support of inspection work: issues Certificates of Occupancy for approved construction work; issues permits; assigns business licenses and alcohol licenses; prioritizes and schedules assigned inspections; receives moneys in payment of permit fees, license fees, or other departmental fees/services, including calculating, collecting, and recording fees, balancing revenues and preparing bank deposits, etc.; authorizes electric companies to activate electrical services; assists with budget preparation and monitoring expenditures; assists contractors, property owners, and business owners with preparation of building permit and license applications; makes and returns phone calls; makes copies; distributes documentation; and processes incoming/outgoing mail.

Communicates with building owners, contractors, developers, and the general public regarding building codes, inspection procedures, and related issues: responds to questions, complaints and/or requests for information; and explains and interprets division policies and procedures, and County ordinances and codes.

Maintains a comprehensive and current knowledge of applicable laws, regulations, and standards: maintains an awareness of building and construction methods, practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; and attends meetings, workshops, and training sessions as required.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: prepares, completes, receives, reviews, processes, forwards or retains, as appropriate, various construction plans, architectural drawings, specifications, plan revisions, blueprints, photographs, invoices, payments, industry reports, technical reports/articles, trade journals, street maps, codes, ordinances, regulations, standards, policies, procedures, manuals, reference materials, forms, reports, correspondence, daily log sheets, affidavits, inspection reports and files, Certificates of Occupancy, warning notices, violation notices, stop work orders, certification files, building permits, electric company records, etc.; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with supervisor, other County employees, third party service contractors, utility companies, developers, builders, architects, the public, outside agencies, and others as needed to coordinate work activities, review status of work, exchange information, or resolve problems: and attends various meetings, as needed.

Operates a variety of equipment as necessary to complete essential functions: operates a motor vehicle, concrete thermometer, electrical testing instruments, measuring devices, hand tools, etc.; operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED with vocational/technical training in general building construction, construction trades, or building inspection required; supplemented by one year of experience in general building construction, construction trades, and/or code enforcement/interpretation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific Licenses or Certifications Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all County or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as {delete all that do not apply}dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire,

Lee County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

