

Senior Building Inspector

<u>Job Title:</u>	Senior Building Inspector
<u>FLSA Status:</u>	Exempt, Salary
<u>Pay Classification:</u>	TBD
<u>Department:</u>	Planning and Development Department
<u>Reports To:</u>	Planning and Development Director

Job Summary

The Senior Building Inspector is a full time, exempt position in the Planning and Development Department. The Senior Building Inspector's primary role is to act as the City's lead code enforcement officer safeguarding life or limb, health, property and public welfare through administration of local regulations related to safety and performance of the City's built environment. The Senior Building Inspector reports to the Planning and Development Director.

Core Responsibilities

While the Senior Building Inspector will receive assignments outside of those responsibilities listed here, he or she will be primarily accountable to:

- **Effectively communicate with public on issues related to construction regulations.**
- **Administer professional, courteous and unbiased code enforcement of regulated construction processes.**
- **Examine construction documents for compliance with applicable regulations.**

Typical Duties

Each position in this classification may not include all the duties listed below nor do the examples cover all duties that may be performed. Under limited supervision the Senior Building Inspector:

- Administers and enforces the current State Minimum Standard Codes for construction, zoning ordinances, development regulations and all other codes adopted by the City that relate to building construction, maintenance or demolition (the "Codes").
- Renders interpretations of the Codes.
- Examines permit applications and construction documents for compliance with the Codes.
- Issues permits for the erection, alteration, demolition and moving of buildings and structures.
- Inspects premises associated with construction projects to ensure compliance with the Codes.

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- Interacts with public, property owners, residents, tenants, contractors, engineers, and developers in a calm, professional and courteous manner providing information and assistance with regard to interpretation, implementation and enforcement of the Codes.
- Provides analysis and professional recommendations pertaining to condemnation and abatement of unsafe or unsanitary property.
- Performs technical assignments to support department functions; prepares and reviews technical reports for compliance.
- Upholds all codes, ordinances, regulations and policies of the City of Sugar Hill.

Essential Competencies

In order to sufficiently perform the job requirements for the Senior Building Inspector role, he or she must possess the mental development, interpersonal awareness, and technical skills to:

- Communicate verbally and in written form in a pleasant, confident and courteous manner.
- Communicate with a general public having diverse cultural backgrounds.
- Establish and foster collaborative working relationships with others.
- Work independently or in a team environment while handling multiple priorities, organizing workload and meeting strict deadlines to achieve common goals.
- Read and interpret plans and specifications to compare against construction progress in the field.
- Possess advanced working knowledge of the Codes as well as generally accepted engineering, construction and building practices in order to apply the applicable standards to a variety of situations often under adverse conditions.
- Understand and have internalized most construction means and methods typical of the general building construction industry.
- Maintain professional objectivity and emotional composure while using independent judgement in carrying out the duties of the position.
- Communicate tactfully and impartially with public, property owners, residents, tenants, contractors, engineers, and developers, often under adverse conditions.
- Maintain efficient and complete routine records.
- Comprehend and carry out City and department policies.
- Operate City vehicles and maintain a clean and tidy work space in the office and in the field.
- Operate a variety of testing equipment.
- Operate a variety of standard office equipment, including a computer, fax machine, telephone and copier.

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Supervisory Controls

The Senior Building Inspector reports directly to the Planning and Development Director. This position does not supervise any employees but will be expected to work in cooperation with all City staff, consultants and customers representing the regulatory and public interest of the City.

Work Environment

While performing the duties of Senior Building Inspector, the employee primarily works outdoors and may be exposed to moderate temperature extremes; wet, humid conditions; and potential dust from wind erosion. He or she is regularly required to speak, listen, bend, stoop, reach, carry, climb and lift as necessary, walk on level ground and potentially unstable development sites as well as attend evening and possible weekend meetings to perform assigned duties.

Minimum Qualifications

- Graduation from high school or possession of a G.E.D;
 - At least 15 hours credit in college level coursework in engineering, building construction or related field; and
 - At least five (5) years of related experience in construction trade.**
- Or**
- Any equivalent combination of education and experience.

** Bachelor's degree in engineering, building construction, or related field may be substituted for two (2) years of experience in construction trade.

Licenses and Certifications

In order to perform the duties of the Senior Building Inspector, the employee must possess the following licenses and certifications:

- Valid Georgia driver's license.
- International Code Council (ICC) Residential Combination Inspector;
- ICC Commercial Combination Inspector; and
- ICC Building Plans Examiner.

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This job description is only a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined herein and other duties, as assigned, might be part of the job. The incumbent must be able to perform all of the core responsibilities of the job assignment.

By my signature below, I certify that I understand the job requirements to hold the position of Senior Building Inspector that this job description is not a contract for employment and that it may be adjusted at the City's sole discretion at any time.

Signature _____ Printed Name _____ Date _____

Supervisor Approval:

Signature _____ Printed Name _____ Date _____

Assistant City Manager Approval:

Signature _____ Printed Name _____ Date _____

City Manager Approval:

Signature _____ Printed Name _____ Date _____