



Building Inspector

Department of Community Development

CD/5

JOB SUMMARY

The job involves technical work enforcing compliance with the codes of the City of Tifton Code of Ordinances and other various laws and regulations.

MAJOR DUTIES

- Conducts plan reviews of all construction projects and determines if all building standards, including City Ordinances, are being followed.
- Conducts inspections of all construction projects and determines if all building standards, including City Ordinances, are being followed.
- Inspects new business for compliance with the City of Tifton Code of Ordinance.
- Assists in the review of planning and zoning requests as needed.
- Adheres to and complies with internal Departmental Standard Operating Procedures (SOP's).
- Adheres to and complies with the overall Departmental Goals and Objectives.
- Provides information to the public concerning ordinances, laws, and regulations; make presentations to the general public.
- Prepares professional documents for filing and dissemination.
- Testifies in court cases relating to Code of Ordinances violations.
- Conducts research to obtain data and collect information relating to building codes.
- Keeps detailed records and generates reports of activities.
- Creates case files and maintains file details as required by departmental policy.
- Inputs, accesses, and retrieves information from a computer, including the maintenance of records relating to construction and inspections, in the department's internal data control system.
- Treats the public and other employees in a respectful and courteous manner.
- Adheres to safe work place practices and follows the safety policies and rules of the City of Tifton.
- Complies with all City of Tifton Personnel Policies.
- Performs any other related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the City of Tifton Code of Ordinances.
- Knowledge of Building Codes including all areas of construction.
- Knowledge of the Department of Community Development's Standard Operating Procedures, rules, regulations, policies, goals, and objectives procedures as well as relevant training programs and content.
- Knowledge of the geography of the City, proximate incorporated areas and the City's road network.
- Skill in understanding and carrying out moderately complex oral and written instructions.
- Skill in enforcing ordinances with firmness, tact and impartiality and to deal courteously with the general public.
- Skill in keeping records and making reports from such records.
- Skill in inputting, accessing and retrieving data from a computer.
- Proficient in all Microsoft Office programs.

SUPERVISORY CONTROLS

The Department of Community Development Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include city customer service policies and procedures, city personnel policies and procedures, and department regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied inspection and customer service duties. Frequent interruptions and the need to perform multiple tasks simultaneously contribute to the complexity of the position.
- The purpose of this position is to perform plan reviews, building inspections, and enforce the State and City Codes.

CONTACTS

- Contacts are typically with co-workers, professionals, contractors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and negotiate or justify matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Some work is performed in an office while sitting at a desk or driving while intermittently sitting, standing, or stooping, walking or a combination of these physical activities.
- The employee occasionally lifts light objects.
- The employee occasionally climbs ladders.
- The employee distinguishes between colors and shades of colors.
- The employee will occasionally need to hear sounds.
- The employee may need to perform duties in low light or no light areas.
- Some work is performed outdoors, occasionally in cold, hot, or inclement weather, and will require walking over uneven terrain.
- The employee may be exposed to heights.
- The employee may be exposed to noise, dust, dirt, grease, grime, or machinery with moving parts. Work could require the use of protective devices.
- The employee may be exposed to contagious or infectious diseases. Work could require the use of protective devices.
- The employee may be exposed to various insects. Work could require the use of protective devices.
- The employee may be exposed to irritating chemicals. Work could require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Possess the ability to interpret and review building, civil, site, plumbing, electrical, HVAC and other plans associated with the construction industry.
- Ability to research Court Deed and Plat documents from the Tift County Courthouse.
- 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 three years.

- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted within 12 months of hire.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.