

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Land Development Inspector III

**Department:** Community Development

**Pay Grade:** 510

**FLSA Status:** Exempt

**Job Code:** C714

#### JOB SUMMARY

The purpose of this classification is to perform daily oversight and supervision of the technical inspections of development sites and construction projects to determine compliance with all City, County, State and Federal codes and regulations regarding erosion and sediment control, grading, clearing, drainage, landscaping, infrastructure, wetlands, and stream buffers. Work is performed at the field level providing leadership and guidance to subordinate staff, assisting with difficult situations, and providing interpretations and explanations of codes, regulations and ordinance and corrective requirements. Performs work at a professional level, directly supervising assigned personnel and organizing, planning and directing specific programs including, but not limited to, Certificate of Occupancy compliance.

#### ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals in conjunction with the Division Head; maintains standards through the effective coordination of activities; provides guidance and technical assistance.
- Interacts and communicates with numerous groups and individuals on various inspection related topics; provides interpretation and assistance with code definitions to the public, staff, developers, and related parties; conducts construction meetings with property owners, developers and contractors; responds to reports of alleged ordinance or code violations and drainage issues; advises utility company subcontractors on erosion control requirements; assists in presenting erosion control classes; conducts meetings with supervisors, Division Heads and Managers on current projects; works with City and State DOT to ensure project compliance.

- Performs various administrative tasks to support the daily operations of the division; issues daily work orders; prepares and maintains accurate reports and records regarding inspections; prepares daily log of completed inspections and noted violations to Division Head.
- Conducts inspections of development sites and construction projects to determine compliance with all City, County, State, and Federal codes and nature of potential violations or ensure compliance; conducts site re-inspections of construction and development sites to determine if corrective compliance has been met; provides recommendations for citations if a site remains non-compliant after written notification.
- Performs site inspections on water systems, roads, streets, sidewalks, curbs, gutters and related infrastructure systems to ensure compliance; notes code violations; provides recommendations for corrective actions to developers, contractors or property owners; conducts re-inspections to ensure corrective measures have been taken; conducts inspections for the release of maintenance bonds; notifies developers of related problems; conducts inspections on retaining walls for compliance with applicable codes.
- Prepares and provides court testimony against individuals receiving citations.
- Conducts a variety of testing procedures relative to the inspections process; performs pressure tests on waterlines; conducts storm water turbidity test as a result of rain events; conducts pressure tests on fire lines.
- Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized within the department.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a High school diploma or GED; eight (8) years of experience in construction or engineering inspections with knowledge of all City, State, County and ARC ordinances and codes; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Must have Level II certifications in Environment Sediment Control from Georgia Soil and Water Conservation Commission and Land Development Inspector II or higher.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

#### **Knowledge, Skills and Abilities:**

- Knowledge of civil engineering and construction practices, materials, methods, and codes.
- Knowledge of City, County, State and Federal codes, ordinances and regulations regarding land development and erosion control.
- Knowledge and a solid understanding of soils and plant types.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to read and interpret engineering plans, specifications, and drawings.

- Ability to provide leadership as an authority on Engineering Division procedures, laws, ordinances and codes with the ability to initiate resolution of complaints as well as changes in procedures and policy to improve Division and Department operations.
- 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.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity.
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- 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.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- 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.

#### **PHYSICAL DEMANDS**

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, bright/dim lights, wildlife attacks/bites, water hazards, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*