

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.

Building Inspector Supervisor

Department: Community Development

Pay Grade: 513

FLSA Status: Exempt

Job Code: C606

JOB SUMMARY

The purpose of this classification is to perform supervisory tasks related to personnel assigned to perform building inspections and aid the Building Official in the management of the operations of the building division. Will aid in performing technical inspections of development sites and construction projects to determine compliance with all City, County, State and Federal codes and regulations regarding building construction as well as oversight of inspection staff in the performance of their daily functions. Work involves providing interpretations and explanations of construction codes, regulations, ordinances, and corrective requirements to developers, contractors, property owners, and the general public.

ESSENTIAL JOB FUNCTIONS

- Performs all aspects of the building inspection process; performs building, plumbing, mechanical, electrical and related inspections; determines whether buildings/systems pass or fail inspections; identifies code deficiencies, hazardous conditions, structural failures, or improper uses; recommends corrective actions; reports violations and variations from codes/plans; issues stop work orders and documents conditions.
- Issues Certificates of Completion and Certificates of Occupancy.
- Reviews and analyzes various reports, forms and documents; reviews construction documents for compliance with building, plumbing, electrical, mechanical, life safety, fire and accessibility codes; reviews engineering reports to approve for construction; reviews materials list to determine appropriate use of materials; reads roof and floor system truss reports to determine appropriate installation and bracing.
- Tracks all certificates and required training for the building inspectors.
- Provides training for building inspectors including supporting education and certification requirements for building inspectors.

- Acts as the Chief building official in his/her absence.
- Performs various administrative tasks in support of the daily operations of the department; notifies utility companies of approval for service; maintains records of approval; performs routine computer data entry; completes inspection and plan review reports.
- Provides information and assistance to groups and individuals; resolves issues with architects, engineers, and general contractors regarding review of their work; receives and responds to citizen questions and inquiries; provides answers and explanations regarding code and permit interpretations.
- Performs inspections for large and complicated development projects where multi-trade inspections are required.
- Prepares and maintains accurate records of inspection activities; updates manuals and reference materials with current information.
- Maintains knowledge of existing, new, and updated codes definitions.
- Monitors construction activity within the community for work in progress that is not under permit.
- Assists code enforcement investigations of construction related issues and violations as needed.
- 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.
- Operates City motor vehicle in performance of daily duties.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or equivalent; five (5) years of experience in architecture, engineering, construction or inspections; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

Possess and maintain ICC certification and at least two or more commercial building trades as listed below.

- B1- Residential Building Inspector,
- E1- Residential Electrical Inspector,
- M1- Residential Mechanical Inspector,
- P1- Residential Plumbing Inspector,
- FG – Fuel Gas Inspector,
- B2- Commercial Building Inspector,
- E2- Commercial Electrical Inspector,
- M2- Commercial Mechanical Inspector,
- P2- Commercial Plumbing Inspector,
- 64 – Property Maintenance and Housing,
- 21 – Accessibility Inspector/Plans Examiner

- Georgia Soil and Water Conservation Commission (GSWCC) Level and IB certification required within one year of employment.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of State of Georgia Building Codes including, Energy, Plumbing, Mechanical, Gas, Electric, Accessibility and Property Maintenance Codes.
- Knowledge of construction materials, practices and procedures.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- 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, advisory and/or design data and information.
- Ability to deescalate challenging situations and difficult problems in the field.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions, ability to compute discount, interest, and ratios and ability to calculate surface areas, volumes, weights, and measures.
- 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, crawling, and climbing, 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.

WORK ENVIRONMENT

Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, 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.