



Building Inspector and Code Enforcement Officer

Code Enforcement

CE/2
Grade 19/Non-Exempt

JOB SUMMARY

This position conducts inspections to enforce building codes and zoning ordinances.

MAJOR DUTIES

- Performs field inspections of new homes, mobile homes, commercial buildings, solar farms, well services, irrigation pivots, and electrical services.
- Inspects existing buildings and premises for change of use, occupancy, or code compliance.
- Inspects construction projects for compliance with IBC standards.
- Approves and issues permits, including electrical, plumbing, HVAC, building, and mobile home permits; supports office staff and provides counter service; responds to questions and concerns from the public.
- Responds to inquiries from the public and contractors regarding codes and other issues with projects.
- Issues violation notices and stop-work orders.
- Receives code and nuisance complaints from the public; investigates complaints.
- Takes and logs photographs for each complaint.
- Researches properties to determine ownership.
- Prepares and mails nuisance abatement letters to property owners; serves citations to the owners who fail to comply.
- Prepares cases for court; sets up court date; testifies in court.
- Maintains files, records and reports regarding inspections.
- Responds to citizens' complaints and concerns; serves due process letters to violators as necessary.
- Performs related duties as assigned.

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KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of code enforcement principles and practices.
- Knowledge of building inspection principles and practices.
- Knowledge of appeals policies and procedures.
- Knowledge of relevant county codes and ordinances.
- Knowledge of computers and job-related software programs.
- Skill in conducting site inspections.
- Skill in maintaining files and records.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fiscal Administrator 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 county codes and ordinances, building codes, electrical codes, mechanical codes, plumbing codes, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied building inspection and code enforcement duties. Strict regulations, combined with the unique nature of each case in question, contribute to the complexity of the work.
- The purpose of this position is to conduct inspections in support of the enforcement of county building codes and zoning ordinances. Successful performance ensures compliance with all relevant codes and ordinances.

CONTACTS

- Contacts are typically with co-workers, other county employees, property owners, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, and negotiate, defend, or settle matters.

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PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt and grease. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 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 one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted within one year is required.
- Possession of or ability to readily obtain Georgia Soil Erosion Level 1 and Level 2 within one year of employment is required.

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