



City of Duluth
3167 Main Street
Duluth, GA 30096
(770) 476-3434

JOB DESCRIPTION

JOB TITLE: **BUILDING & DEVELOPMENT INSPECTOR I/II**

DEPARTMENT: Planning & Development

SUPERVISOR: Community Development Director

DATE: 05/31/2013; updated supervisor 10-14-2015;
converted to series 10-21-2016

EEO CATEGORY: 03 (Technicians)

EEO FUNCTION: 09 (Housing)

FLSA: Non-Exempt (“Hourly”)

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

JOB SUMMARY:

This position is responsible for reviewing plans and inspection duties related to all construction, buildings and site development projects. The position serves as the City’s Building Official and ensures that all residential, commercial and industrial structures and projects are completed in accordance with approved specifications, drawings and appropriate local, State and Federal standards and regulations.

The position is also responsible for performing inspections of construction development sites involving clearing, grading, paving and installation of stormwater structures and facilities. The position serves as the City’s soil and erosion inspector and is responsible to ensure compliance with all local, State and Federal standards and regulations relating to erosion control.

DISTINGUISHING CHARACTERISTICS:

Building & Development Inspector I is the entry level of the series. Employee in this class have met only minimum education, experience, and certifications in only one area of inspections-- residential inspections or commercial inspections; along with Soil Erosion certification. This employee would be required to advance to Level II in an expeditious manner, usually no longer than 6 months. This employee may sign as Building Official only in their areas of certification.

Building & Development Inspector II is the fully certified Inspector with all required certifications, and may sign as Building Official in all areas of their certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

INSPECTIONS (65%)

Conducts inspections on construction/building projects including; residential structures and additions and commercial/industrial buildings. Specific inspections involve expert knowledge of building codes relating to electrical, mechanical, HVAC, grading, framing, and plumbing matters.

Conducts inspections of construction development sites, involving clearing, grading, paving, installation of stormwater structures and facilities, erosion and sediment control to ensure compliance with all standards and regulations.

Issues citations and prepares cases for trial in the City's Municipal Court. Prepares information for Solicitor and meets with Solicitor on an as-needed basis. Testifies in court. Obtains advice from Planning staff, court officials, and municipal prosecutor's office regarding cases.

Conducts inspections and documents results of all stormwater structures and facilities as part of MS4 Stormwater Annual Report.

PLAN REVIEWS (15%)

Reviews all residential, commercial and industrial building plans for compliance with all standards and requirements.

PROVIDE INFORMATION (10%)

Provides information by telephone and in person to contractors, developers, and homeowners about specific building code and site development enforcement requirements.

Answers telephone inquiries regarding contractor's licenses, permits, and building code/development compliance.

ISSUE PERMITS (10%)

Coordinates release of utilities with Administrative Assistant following successful inspections.

Issues Certificate of Occupancy and Certificate of Completion approvals.

Assists Administrative Assistant with issuing appropriate building, construction and development permits.

Essential Duties and Responsibilities of All City Employees:

1. Adheres to all applicable state and federal laws, ordinances, policies, procedures, rules and regulations.
2. Endeavors to continuously improve the services provided to the citizens of Duluth.
3. Demonstrates work initiative and positive suggestions for improvement
4. Performs other related duties and functions as directed, or which are readily apparent.
5. Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors.
6. Works as scheduled
7. Accepts and follows instruction, evaluation and correction
8. Demonstrates interest and initiative in learning new techniques and procedures; attends scheduled training
9. Helps other employees when needed or asked
10. Assists in training new employees
11. Carries assigned workload
12. Performs other duties as may be obvious, necessary or assigned

Peripheral Duties:

SUPERVISION RECEIVED:

New employees perform work under close supervision of the Community Development Director, progressing to general supervision as their skill level and competency increase. Work is spot checked at the discretion of supervisors.

EMPLOYMENT STANDARDS:

Employees must be at least 18 years of age, and must be legally able to accept work in the United States.

Experience, Training and/or Education:

Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

Minimum Requirements

- Employees in this position must be at least 18 years of age and must be able to accept work in the United States.
- A High School diploma, state-issued GED, or equivalent is required.
- Must be eligible to be a sworn city official with ability to issue city citations
- Must have five (5) years in similar position or sufficient experience to perform essential job functions

Series Level I:

- Must possess a valid Georgia Soil and Water Conservation Commission (GSWCC) Level I B Certification
<http://gaswcc.georgia.gov/education-and-certification>
- Must be International Code Council (ICC) certified in one of the following:
<http://www.iccsafe.org/Pages/default.aspx>
 - Commercial Building Inspector, or
 - Residential Combination Inspector, or
 - Building Plans Examiner

Series Level II:

- Must be International Code Council (ICC) certified as follows:
<http://www.iccsafe.org/Pages/default.aspx>
 - Commercial Building Inspector, AND
 - Residential Combination Inspector, AND
 - Building Plans Examiner
 -
- Must possess a valid Georgia Soil and Water Conservation Commission (GSWCC) Level I B Certification
<http://gaswcc.georgia.gov/education-and-certification>

Preferred Qualifications

- Additional training from a recognized institution in architecture, engineering, construction or similar programs is desirable. A degree from an accredited college or university in a related field is preferred.
- Written and/or spoken fluency in a foreign language (particularly Spanish or Korean) is desirable.
- Certification or experience as:
 - ICC Property Maintenance & Housing Inspector
 - ICC Certified Building Code Official
 - Experience in code enforcement or certification as a Code Enforcement Officer from the Georgia Association of Code Enforcement (GACE).
<http://www.gaceonline.com/index.html>

Other Requirements:

Failure to: (1) obtain and maintain all required certifications, licenses, and commissions as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.

1. The employee must sign a Georgia Crime Information Center (GCIC) “Awareness Statement” regarding confidentiality of criminal justice information and criminal history record information; and abide by the stringent regulations concerning the protection of such information from dissemination to unauthorized persons.
2. Possession of a valid Class C Georgia Driver's License is required within 30 days of hire, and must be maintained throughout employment.
3. Acceptable Motor Vehicle Record (MVR) must be maintained throughout employment
4. Pass a thorough background investigation including a drug screening test

5. Must be willing to work various hours, and various days of the week, including evenings and weekends

TOOLS AND EQUIPMENT USED:

While performing the duties of this job, the employee uses and operates a variety of tools and equipment, including:

Personal computer, including Microsoft Office Suite (Word, Excel); various software for use in permitting/code enforcement, GIS, and document management; printers; digital camera; calculator; two-way radio and/or cell phone; telephone; fax; document scanner, copy machine

Tracing table, blueprint machine

Vehicles, including trucks

Maps, plats, and site plans; engineering maps

Protective devices such as masks, goggles, gloves, etc.

KNOWLEDGE, SKILLS & ABILITIES:

The requirements listed below are representative of the knowledge, skills and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a "Fully Proficient Level." Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge:

Knowledge of applicable federal and state laws, and local ordinances, especially the City's ordinances relating to the job

Knowledge of Federal, State and local soil and erosion standards and requirements

Knowledge of construction methods, materials and equipment used in public projects

Knowledge of development plans, plats, and maps

Knowledge of land use planning and zoning concepts

Knowledge of departmental and city policies, procedures, directives, rules and regulations

Knowledge of the terminology and methodology used in inspections and code enforcement

Knowledge of the geography, road network, traffic patterns, public buildings, and emergency facilities of the city

Knowledge of the confidentiality requirements of criminal justice information and criminal history record information; such as GCIC operating procedures, rules and regulations; including the GCIC databases and how they interrelate

Knowledge of judicial terminology, court systems, and court procedures; especially of the Duluth Municipal Court

Knowledge of general office practices and clerical procedures (including alphabetical and numerical filing systems, electronic filing systems, business correspondence, and record management)

Skills:

Skill in the effective, efficient, and safe use of all tools and equipment used in the performance of their job

Skill in driving vehicles under routine conditions, including driving in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow

Ability:

Ability to perform the essential duties and responsibilities of the job

Ability to carry out duties according to federal and state laws and administrative regulations; city ordinances; Departmental policy, procedures, directives, rules and regulations; and external directives

Ability to interpret development plans, plats, and construction drawings.

Ability to identify and resolve minor technical problems on City streets and drainage infrastructure systems

Ability to develop consensus and resolve problems on development, zoning, and code compliance matters involving developers, business owners, citizens, and others

Ability to correctly interpret regulations from different governmental agencies

Ability to effectively negotiate with contractors

Ability to work independently with minimal supervision

Ability to interpret applicable codes and ordinances

Ability to provide exceptional customer service

Ability to learn the specific operations, procedures, and equipment of the office

Ability to safely and efficiently operate assigned equipment and tools

Ability to be constantly alert and aware of the hazards involved and applies safety practices and principles in reporting and preventing accidents

Ability to work within deadlines to complete projects and assignments

Ability to handle difficult and emergency situations in an effective, safe, timely and legal manner

Ability to properly handle confidential information

Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance

Ability to communicate effectively with people in a courteous, tactful, and fair manner; including listening and speaking skills

Ability to work effectively with the City employees, government officials, contractors, developers, and the general public

Ability to work with a diverse constituency, and business and development community

Ability to provide information and explanations of the processes and procedures of the Planning & Development department and municipal court to the public

Ability to read, speak, write and spell using standard American English grammar

Ability to generate forms, reports, letters, memos and correspondence from long hand, rough draft, or oral instructions, using basic, standard American English grammar, punctuation, spelling, language usage and vocabulary

Ability to input data into a computer or onto forms with accuracy and completeness

Ability to prepare and present reports and projects using excellent oral and written communication

Ability to recall and relate details of incidents in order to prepare written reports and present information to concerned parties

Ability to accurately perform basic mathematical calculations

Ability to understand and follow quickly and accurately oral, written, and/or demonstrated instructions and procedures

Ability to obtain information through observation and interview

Ability to successfully pass the hiring/promotional testing process as required for this position

Ability to successfully complete the Department's training programs following employment/assignment

Ability to read and interpret maps in order to find locations and to give accurate directions

Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions and to redirect focus of attention to a task after an interruption

Ability to assign priorities to tasks and to reassign priorities as the situation and circumstances change

Ability to search for information from many various sources in order to respond to appropriate and relevant requests or to complete required duties

Ability to organize information for the employee's own use in their official capacity, and to present it to others for their use

Ability to analyze, plan and organize work

Ability to maintain records within filing systems (file management)

Ability to establish and maintain effective working relationships with a wide range of persons, including: supervisors, peers, subordinates, other city employees, business owners, developers, builders, and the general public

Ability to successfully interact with people of different social, economic and ethnic backgrounds

Ability to work effectively as an individual and as a team member

Ability to adapt to change and changes in work conditions

Ability to solve problems and make decisions

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- frequently required to use their hands to finger, handle, feel or operate objects, tools, or controls—such as to operate a variety of office machines and equipment
- frequently required to reach with hands and arms
- frequently required to sit, stand and walk
- frequently required to talk (to convey information, ask questions, etc.)
- frequently required to hear ordinary conversations (such as questions from residents on the phone or in person, etc.)
- frequent lifting of light items utilizing proper body mechanics and techniques
- frequently bend, climb, crawl, kneel, and walk when conducting site work inspections
- occasionally required to lift, kneel, twist, crawl, climb, stretch, squat, bend or stoop

The employee frequently lifts and/or moves up to 25 pounds, but must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include correctable binocular vision sufficient to perform job duties, which means: the ability to adjust focus, close vision, distance vision, no marked red-green deficiency of color vision, normal depth perception, no significant interference with night vision, no significant loss of peripheral vision, and no uncorrectable strabismus which is accompanied by double vision.

The employee must be able to smell natural gas leaks, smoke, and other hazardous odors.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee normally works in a field environment inspecting various land use development and construction sites; as well as an office environment, sitting at a desk. The noise level in the work environment ranges from quiet while inside to loud when outside.

The employee must be mobile and have the ability to visit sites of alleged violations to gather information and or evidence. The work involves the posting and removal of signs. There may also be the need to enter densely vegetative properties for evaluation purposes.

The employee is exposed to inclement weather, wet and/or humid conditions, including temperature extremes, dust/mud/grease, machinery with moving parts, irritating chemicals, airborne particles, unseen hazards in terrain, unconstrained animals, somewhat hostile individuals, and possibly other adverse situations.

EQUAL OPPORTUNITY EMPLOYER:

The City of Duluth is an equal opportunity employer (EOE). In accordance with applicable Federal and State laws, the City of Duluth does not discriminate on the basis of race, color, religion, national origin, disability, age, gender or other legally protected status or classification, except where dictated by requirements of the job, or within the limits imposed by law.

It is the policy of the City of Duluth to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

AMERICANS WITH DISABILITIES ACT (ADA):

The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities.