

CITY OF HOSCHTON BUILDING OFFICIAL

JOB TITLE: BUILDING OFFICIAL / CODE ENFORCEMENT

DEPARTMENT: BUILDING DEPARTMENT

REPORTS TO: CITY MANAGER

JOB SUMMARY

Under general direction of the City Manager, performs highly skilled and complex inspections work in securing compliance with building codes in all functional areas including structural, plumbing, mechanical, electrical codes, residential and commercial development and soil erosion. Receives permit requests; makes inspections of buildings and other structures to ensure compliance with related ordinance; performs zoning inspections as needed and assists in enforcement of Occupational Tax Ordinance.

Responds to inquiries from the public and government officials; performs special inspection tasks; supervises, advises, and guides other inspectors. Incumbent works alone and makes independent decisions requiring technical and administrative discretion and judgement. Work is assigned by Department work plans, goals, and objectives. Work is reviewed daily through personal conference and written report for compliance of permit applications, quantity and quality of inspections completed, accuracy of technical data, quality of relationships with staff, contractors, property owners and the public.

ESSENTIAL FUNCTIONS

1. Receives applications for or notices of building permits; checks plans for work in assigned area; receives notice of building construction and alteration underway; receives requests for inspections; makes building, plumbing, mechanical and/or electrical inspections to determine conformance with laws, ordinances and codes; checks areas specific to assignment.
2. Administers the permitting function, including application, fee assessment, permit issuance, inspection, and COA's
3. Coordinates plan reviews, inspections, and enforcement actions with various city departments.
4. Maintains records of inspections made and prepares reports; informs property owners, contractors, builders, and supervisors of violations of code requirements; investigates complaints; supervises and offers technical guidance.
5. Receives and responds to inquiries from the public and builders regarding regulations and best practices; assists in developing inspection schedules; participates in meetings and conferences.
6. Investigates problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
7. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
8. Reviews proposed subdivision plans for code compliance.
9. Performs the duties of a plan reviewer, or mechanical, plumbing or electrical inspector as needed and as qualified.
10. Prepares and presents legal testimony required.
11. Performs specialized inspection tasks specific to area of assignment.

SKILL LEVELS AND EXPERIENCE

1. Thorough knowledge of uniform building codes and electrical codes, plumbing codes, mechanical codes, general construction codes, and a thorough knowledge of carpentry; Knowledge of local and State codes and ordinances applicable to building, plumbing, electrical, and mechanical building standards such as IPM and IUWC.
2. Considerable knowledge of methods and techniques of construction in the areas of electrical work, carpentry work, cement work, or plumbing, and skill in applying knowledge of national uniform building codes, zoning and land use applications.
3. Knowledge of terminology, tools, and materials associated with building construction, plumbing, electricity, heating, air conditioning, sanitation and/or other areas related to specific areas of functional responsibility.
4. Ability to read blueprints and drawings, maintain accurate records, prepare clear and concise reports, and make effective presentations.
5. Ability to establish and maintain productive working relationships with others.
6. Ability to prepare concise legal testimony regarding violators.
7. Ability to communicate effectively orally and in writing.
8. Ability to work independently without close supervision.
9. Ability to explain, interpret, and enforce codes and regulations firmly, tactfully, and impartially.
10. Ability to supervise, instruct, lead, train, guide, and develop the skills of others.
11. Ability to manage multiple tasks and be flexible in changing priorities.
12. Ability to gather and deploy resources appropriate for the task.
13. Ability to observe and evaluate the work performance of others.
14. Ability to anticipate problems and proactively resolve them. Ability to apply problem solving skills, considering all reasonable alternatives, and make recommendations for problem resolution.
15. Ability to set goals and objectives, organize, schedule, and prioritize work effectively such that goals and objectives are met.
16. Ability to maintain confidential information.
17. Ability to effectively balance the needs of the City of Hoschton with those of the individual property-owner.
18. Physical and mental ability to perform the essential tasks of the job including climbing, bending, kneeling, stooping, crouching, crawling, standing, walking, speaking, hearing, and the ability to lift up to 50 pounds; ability to work at moderate heights and in close spaces; visual acuity sufficient to notice building and electrical defects; ability to work outdoors in all weather conditions; ability to compare data and characteristics, to compile, analyze, and synthesize information.

MINIMUM REQUIREMENTS (EDUCATION, TRAINING, EXPERIENCE, CERTIFICATIONS, LICENSES)

1. High School diploma or equivalent GED.
2. Post-secondary college technical instruction in building technology, construction management, mechanical, electrical, plumbing and building construction preferred.

3. A minimum of (5) five years of experience in inspection and code enforcement including structural, plumbing, mechanical or electrical inspection.
4. Certification by International Code Council or equivalent organization required.
5. An equivalent combination of training and experience that would collectively provide the required knowledge and abilities to perform the job may be considered.
6. Valid driver's license and safe driving record.

The City of Hoschton, Georgia is an EO/AA/ADA Employer and is committed to complying fully with the Americans with Disabilities Act and to ensure equal opportunity for all qualified persons with disabilities.

SALARY

\$50K-70K dependent upon qualifications and experience

SEND RESUMES AND INQUIRIES TO:

City of Hoschton
61 City Square
Hoschton, Georgia 30548

Attn: Jen Williams, Human Resources