



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

BUILDING INSPECTOR

DAWSON COUNTY PLANNING AND DEVELOPMENT

Full-Time/Hourly/Non-Exempt

JOB SUMMARY

Under the direction of the Building Official, this position is responsible for inspecting new residential and/or commercial construction throughout Dawson County and ensuring compliance with building codes and other ordinances of the county to include but not limited to: building codes, plumbing code, gas code, electrical code, mechanical code and energy code.

ESSENTIAL DUTIES

- Perform daily building inspections
- Coordinates daily route for scheduled inspections, issuance of stop work orders, etc.
- Enters inspection results into system
- Maintains records of such and prepares reports as necessary.
- Evaluate work performed by developers and contractors on / in-progress, county funded, and private construction projects; ensures work meets ICC specifications and complies with ordinances; communicates with developers and contractors regarding problems; sends violations notices.
- Provides technical information and assistance to developers, contractors, and the general public pertaining to code interpretations, processes, and changes thereto.
- Works with other state and federal regulatory agencies and governmental departments to ensure the general public is following requirements.
- Reviews approved construction drawings and site plans as part of the inspection, meets with developers, contractors, architect, and engineers to resolve problems concerning compliances with zoning codes and regulations and other local ordinances.
- Responds to inquiries, complaints, request, questions, from the Building Official, County Manager, Director of Planning and Development or other government agency and the general public.
- Performs other related duties as assigned.
- Visually inspect storm water control measures – takes photographs for compliance issues.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- International Code Council – Building Codes
- County geography, including the location of roads streets, subdivisions, and zoned areas.
- State laws, local ordinances, and trade codes governing, environmental protection, and soil erosion, and development and the construction process and ability to interpret such.

SKILL IN:

- Reading and understanding building codes
- Dealing with the public.
- Verbal and written communication.

ABILITY TO:

- Review, understand, and interpret design drawings, site plans, construction specifications, engineering plans, maps, plats, and contract documents to determine compliance with county ordinances and policies.
- Organize and manage multiple projects and priorities.

GUIDELINES

Guidelines include county ordinances, construction plans, relevant state laws, zoning regulations, and ICC codes for construction. These guidelines require judgment, selection, and interpretation in application. This work is usually time-sensitive.

CONTACTS

- Contacts are typically with co-workers, other county employees, builders, general contractors, property owners, business owner, developers, attorneys, architects, design professionals, federal and state officials, surveyors, engineers, and the general public.
- Contacts are typically to exchange information and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to ensure the building codes and regulations are enforced, as well as to proactively provide expertise to local governmental entities, contractors, and the general public.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping; and the employee must be able to stand long periods of time. The employee is frequently required to lift light and heavy objects, up to 25 pounds regularly and up to 50 pounds occasionally, climb ladders and use tools or equipment requiring a high degree of dexterity; and be able to distinguish between shades of color.

Environmental Factors: The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts, and inclement weather. The work requires the use of protective devices such as mask, goggles or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Building Official assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures and the nature and propriety of the final result.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must be 18 years of age or older.
- High school diploma or equivalent, plus a minimum of one year’s experience in the field of construction or related field; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Applicant must be certified or able to receive certification through International Code Council within one year of employment.
- Applicant must be certified or able to receive certification in soil erosion through GSWCC for Level 1A.
- Applicant must have possession of or the ability to readily obtain a driver’s license issued by the State of Georgia and a satisfactory Motor Vehicle Record (MVR).
- Applicant must pass a background check and drug screening.

The duties listed above 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____