



City of Calhoun, GA

JOB DESCRIPTION

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

Department: Community Development

Pay Grade: 109

FLSA Status: Exempt

JOB SUMMARY

The Building Inspector has the responsibility to assist the Building Official in the daily operation of building, zoning, and land use in the City of Calhoun; assist in the inspection of residential, commercial, and industrial construction with emphasis on structural, plumbing, electrical, gas, mechanical, and HVAC. The position is responsible for zoning and land use interpretation to ensure compliance with City Ordinances and the Calhoun Comprehensive Plan. The responsibilities of this position are critical to ensuring the safety and compliance of construction and development within the city and must stay up to date on current codes and regulations.

ESSENTIAL JOB FUNCTIONS

- Review applications for permits for compliance with all related state and local codes, rules, regulations, and ordinances that apply to the City of Calhoun.
- Responsible for daily inspection of residential housing, commercial buildings, and industrial projects.
- Will also work in the following areas: Soil and erosion control, floodplain management, grading, stormwater management, zoning, land use, and other environmental planning areas.
- Provide information and assistance to private individuals, companies, developers, and state and local officials regarding building codes and ordinances.
- Work with local, state, and federal agencies as required.
- Responsible for complete and concise record-keeping concerning inspections and filing reports with the Chief Building Inspector or other agencies as required.
- Responsible for staying up to date on code/zoning ordinances.
- Perform footing inspections.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and a minimum of five years' experience in construction or a construction-related field; Associate's degree or technical diploma in construction management, building construction, engineering technology, architecture, or related field preferred; Possession of a valid Georgia driver's license.

Licenses or Certifications:

Certifications with ICC (International Code Council) and be certified as a Residential Building Inspector, Residential Plumbing Inspector, Residential Mechanical Inspector, and Residential Electrical Inspector; also need Level 1B Certified Inspector with GSWCC. Commercial properties require a Commercial building inspector, Commercial mechanical inspector, Commercial plumbing inspector, and Commercial electrical inspector.

Special Requirements:

Obtain, within one year of employment, knowledge of the International Building Code, Standard Building Code, Standard Plumbing Code, National Electrical Code, Mechanical, Gas, Fire Prevention, Existing Buildings, Housing, Swimming Pool, Amusement Device, and Unsafe Building Abatement Codes, and the City of Calhoun Zoning Ordinance. Also obtain inspector certification within one year of employment.

Knowledge, Skills and Abilities:

- Knowledge of inspections, code compliance, & zoning.
- Knowledge of basic algebra and statistics.
- Ability to do field inspections involving squatting, bending, kneeling, reaching, and twisting, and occasional crawling, ladder, stair, and scaffold climbing.
- Ability to communicate effectively both verbally and in writing.
- Ability to work effectively with the public and local, state, and federal agencies.
- Ability to read and interpret construction plans and blueprints. Computer literate.

PHYSICAL DEMANDS

This position classifies the physical exertion requirements as light work involving lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do all these activities substantially. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time.

WORK ENVIRONMENT

As a Building Inspector, you will primarily work in an office with field work in all types of weather conditions.

The City of Calhoun has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *The City of Calhoun does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*