



# CITY OF DAWSONVILLE

## BUILDING INSPECTOR

PZ/4  
Non-Exempt  
7400 General

### JOB SUMMARY

This position is responsible for participating in the department's building inspection functions.

### MAJOR DUTIES

- Reviews residential and commercial plans for permitting; ensures compliance with codes and zoning requirements; verifies proper contractor and subcontractor licensing; verifies flood zone requirements.
- Performs residential and commercial building, electrical, mechanical and plumbing inspections.
- Reviews permits and plans for other construction projects, including fence permits, change of occupancy/exiting building permits, pool permits, irrigation permits, electrical upgrade permits, mechanical change out permits, addition permits, and accessory building permits; conducts related inspections.
- Assists the public with code and zoning related questions.
- Faxes reports and power releases.
- Makes copies of all building packets needed for permitting.
- Files all inspection reports.
- Issues permits by taking payments, completing paperwork, and explaining the inspection process.
- Responds to citizen complaints and concerns.
- Attends pre-construction meetings.
- Maintains applicable certifications.
- Figures permit, tap and connection fees.
- Reviews flood elevation certificates for completion and compliance.
- Organizes and maintains files on active and completed projects.
- Receives daily inspection requests.
- Organizes daily inspections.
- Attends safety meetings.
- Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of building construction principles.
- Knowledge of water system, sewer system and road construction principles.
- Knowledge of erosion control rules and regulations.
- Knowledge of building codes.
- Knowledge of city ordinances.
- Knowledge of zoning laws and regulations.
- Skill in the review of construction drawings and plans.
- Skill in the inspection of construction projects.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Planning Director assigns work in terms of general instructions. Review of work through performance evaluations, reports, and observation of department activities. Completed work spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include the City Charter, Code of Ordinances, policies and procedures, state and federal law, Corps of Engineers standards, and Federal Emergency Management Agency guidelines. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related building inspection duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to participate in the city's building inspection operations. Success in this position ensures compliances with all relevant laws, regulations, codes and ordinances.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, builders, developers, engineers, architects, elected and appointed officials, real estate agents, insurance agents, property owners, and the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. 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 the appropriate state certification for the type of inspection(s) conducted.

## **LICENSE AND CERTIFICATIONS**

- Valid Class C Driver's License.
- Must have and maintain a satisfactory Motor Vehicle Record (MVR).

## **SALARY RANGE**

Based on level of qualifications and experience.