

CITY OF DAWSONVILLE



BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

PZ-8
Non-exempt
7400 General

JOB SUMMARY

This position is responsible for conducting the department's building inspections, soil erosion inspections and code enforcement.

MAJOR DUTIES

- Performs residential and commercial building, electrical, mechanical and plumbing inspections.
- Assists the public with code and zoning related questions.
- Files all inspection reports.
- Receives and responds to citizen complaints and reports from other agencies and departments concerning alleged violations of state laws, city zoning ordinances, and related municipal codes.
- Patrols the city to identify ordinance violations; determines proper methods to resolve violations.
- Interviews complainants and witnesses and provides recommendations for resolution.
- Conducts field investigations; inspects properties for violations; issues and posts warning notices, notices of violations, corrective notices, orders to comply, and related documentation.
- Performs follow-up functions to gain compliance, including preparing correspondence, and coordinating meetings, discussions and negotiations.
- Issues citations.
- Documents ordinance and law violations by collecting evidence, preparing case files, and using investigative and documentation equipment.
- Reviews business license records, development/building permits, court records, case law and other materials to research violations.
- Removes signs from the right-of-way that are in violation of state laws or local ordinances.
- Locate vacated residences or businesses; secures buildings with proper materials as necessary; posts property; monitors vacant buildings for transient activity, graffiti, and vandalism
- Provides information and assistance to the public regarding laws, ordinances and codes.
- Prepares a variety of written reports, memoranda and correspondence related to enforcement activities.
- Prepares evidence in support of legal actions taken by the city; testifies in court as needed.
- Attends pre-construction meetings. Maintains applicable certifications.
- 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.
- Perform daily soil erosion inspections.

- Maintain and organize a daily activity report.
- Advise developers and builders of soil erosion violations.
- Issue citations and/or stop work orders to soil erosion violators.
- Inspect and enforce buffer requirements.
- Attend soil erosion and storm water courses.
- Create a legitimate case with all pictures and notes necessary to represent the city in court for each citation written.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of streets and storm drainage related facilities.
- Knowledge of building construction principles.
- Knowledge of construction related equipment.
- Knowledge of reading construction drawings and plans.
- Knowledge of erosion control rules and regulations.
- Knowledge of building codes.
Knowledge of city ordinances.
- Knowledge of zoning laws and regulations.
- Knowledge of municipal code enforcement principles.
- Knowledge of the methods used in conducting and documenting field investigations.
Knowledge of records management principles.
- Skill in educating others in proper construction practices.
- Skill in establishing and maintain effective working relations with the general public.
- 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, ICC Codes, policies and procedures, state and federal law.

COMPLEXITY/SCOPE OF WORK

- The work consists of related building inspection, soil erosion inspection and code enforcement 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, soil erosion and stormwater 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, business owners, property owners, building and grading contractors, and representatives of law enforcement agencies, elected and appointed officials, court personnel, 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 outdoors with some indoor office work. Work performed outdoors will be in all weather conditions including conditions of heat, cold and rain. Work may involve 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 employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work may require 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.