



CITY OF JASPER
JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. **Job Title: BUILDING CODE OFFICIAL**
2. **Department: Building Code Official** **Division: N/A**
3. **FLSA Classification: Non-Exempt** **Pay Grade: \$60k - \$80k**

B. INTRODUCTORY STATEMENT

This position is responsible for conducting building inspections to ensure compliance with codes and ordinances.

C. ESSENTIAL JOB FUNCTIONS

1. Reviews all applications for new construction and improvements; reviews plans and construction documents for code compliance; issues permits for approved construction.
2. Conducts all required site, structural, energy, electrical, plumbing and mechanical inspections; issues corrective notices, notices of violations and stop work orders.
3. Issues permits and other documentation.
4. Maintains inspection files and records.
5. Communicates with contractors and/or property owners to resolve issues related to code compliance.
6. Identifies and investigates unpermitted construction projects.
7. Assists in stormwater inspections and soil and erosion issues.
8. Assists in code compliance issues relative to building and other city ordinances as applicable.
9. Performs other related duties as assigned by the City Manager.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements
 - a. Knowledge Skills and Abilities
 1. Knowledge of building codes and ordinances.
 2. Knowledge of building processes and terminology.
 3. Knowledge of building inspection processes and procedures.
 4. Knowledge of permit processing and plan review requirements in the State of Georgia.
 5. Knowledge of land use laws, rules and ordinances.
 6. Knowledge of or related experience and ability to learn GIS system.
 7. Knowledge of relevant federal, state and county laws, city ordinances and department policies and procedures.

8. Knowledge of computers and job-related software programs.
 9. Skill in reading blueprints and construction documents.
 10. Skill in conduction and documenting site, structural, energy, electrical, plumbing and mechanical inspections.
 11. Skill in problem solving.
 12. Skill in prioritizing and planning work.
 13. Skill in interpersonal relations.
 14. Skill in oral and written communication.
2. Responsibility
 - a. This position has no supervisory responsibilities.
 3. Personal Work Relationships
 - a. Contacts are typically with co-workers, business owners, real estate personnel, vendors, contractors, architects, engineers, builders and the general public.
 - b. Contacts are typically to exchange information, negotiate matters, resolve problems and provide services.
 4. Physical Effort and Work Environment
 - a. The work is typically performed while sitting at a desk or while intermittently sitting, standing, stooping, walking, bending. The employee occasionally lifts light objects and distinguishes between shades of color.
 - b. The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt and grease.
 5. Guidelines
 - a. Guidelines include relevant building, mechanical, plumbing, electrical and energy codes; state and local construction laws; local land use ordinances; and city and department policies and procedures. These guidelines require judgment, selection and interpretation in application.
 6. Complexity and Scope of Work
 - a. The work consists of varied technical construction inspection and code enforcement duties. Strict regulations, combined with the unique nature of each case in question, contribute to the complexity of the work.
 - b. The purpose of this position is to perform building inspections in the enforcement of building codes. Successful performance ensures compliance with all relevant building codes and ordinances.
 7. Minimum Qualifications
 - a. High School Diploma or G.E.D, and three (3) years of related construction or trades experience to include (1) year of code enforcement/inspection experience.
 - b. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
 - c. NPDES Level 1B Erosion Control Inspector certification must be obtained within six (6) months of employment.

- d. One (1) ICC or BOAG certification according to the area of assignment with one (1) year of employment
- e. Or a state of Georgia license related to area of assignment.
- f. ICC Residential Combination Certification or equivalent withing two (2) years of employment.
- g. Applicants for positions in Plumbing, Mechanical (HVAC), or Electrical Inspections lacking a State of Georgia license may qualify with the following:
 - a. ICC or BOAG Commercial Inspector Certification
 - b. An equivalent combination of education and experience sufficient to competently perform the essential duties of the position will also be considered for all levels.

8. Supervisory Controls

- a. The City Manager assigns work in terms of department goals and objectives. The manager reviews work through conferences, reports and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Building Code Official with the City of Jasper.

Employee (print)

Employee (signature) Date

Department Head (print)

Department Head (signature) Date

City Manager (print)

City Manager Signature) Date