



Job Title:	Building Official
Department:	Planning, Development & Codes
Grade: 24	Position#: 7220-02 Hiring Range: \$37,993.78-\$56,077.75
Apply at:	Human Resources Department, City Hall, 601 Gloucester St., (2 nd Floor) Brunswick, GA 31520, an Equal Opportunity Employer.

Job Summary

Under general direction of the Planning, Development & Codes (PDC) Director, performs highly skilled and complex inspections work in securing compliance with building codes in all functional areas including structural, plumbing, mechanical, and electrical codes. Receives permit requests; makes inspections of buildings and other structures to insure compliance with related ordinance; performs zoning inspections as needed and assists in enforcement of Business License Ordinance. Responds to inquiries from the public and government officials; performs special inspection tasks; supervises, advises and guides other inspectors. Incumbent works alone and makes independent decisions requiring technical and administrative discretion and judgement. Work is assigned by Department work plans, goals, and objectives. Work is reviewed daily through personal conference and written report for compliance of permit applications, quantity and quality of inspections completed, accuracy of technical data, quality of relationships with staff, contractors, property owners and the general public. Performs other related duties as assigned, in support of customer needs and organizational objectives.

Essential Functions of the Job

1. Receives applications for or notices of building permits; checks plans for work in assigned area; receives notice of building construction and alteration underway; receives requests for inspections; makes building, plumbing, mechanical and/or electrical inspections to determine conformance with laws, ordinances and codes; checks areas specific to assignment.
2. Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and occupancy.
3. Coordinates plan reviews, inspections, and enforcement actions.
4. Maintains records of inspections made and prepares reports; informs property owners, contractors, builders, and supervisors of violations of code requirements; investigates complaints; supervises and offers technical guidance to less experienced inspectors.
5. Receives and responds to inquiries from the public and builders in regard to regulations and practices; assists in developing inspection schedules; participates in meetings and conferences.
6. Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
7. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
8. Reviews proposed subdivisions for code compliance.

9. Performs the duties of a plans examiner, or mechanical, plumbing or electrical inspector as needed and as qualified.
10. Prepares and presents legal testimony.
11. Performs specialized inspection tasks specific to area of assignment.

Other Tasks and Responsibilities

Performs other related duties as assigned, in support of customer needs and organizational objectives

Knowledge, Skills, Abilities, and Other Characteristics:

1. Thorough knowledge of uniform building codes and electrical codes, plumbing codes, mechanical codes, general construction codes, and a thorough knowledge of carpentry; Knowledge of local and State codes and ordinances applicable to building, plumbing, electrical, and mechanical building standards.
2. Considerable knowledge of methods and techniques of construction in the areas of electrical work, carpentry work, cement work, or plumbing, and skill in applying knowledge of national uniform building codes, zoning and land use applications.
3. Knowledge of terminology, tools, and materials associated with building construction, plumbing, electricity, heating, air conditioning, sanitation and/or other areas related to specific areas of functional responsibility.
4. Ability to read blueprints and drawings.
5. Ability to maintain accurate records, to prepare clear, and concise reports, and to make effective presentations.
7. Ability to establish and maintain productive working relationships with others.
8. Ability to prepare clear, correct and concise legal testimony regarding violators.
7. Ability to communicate effectively in writing and orally.
8. Ability to work independently without close supervision, as well as with a team, and to follow through to task completion.
9. Ability to explain, interpret, and enforce codes and regulations firmly, tactfully, and impartially.
10. Ability to supervise, instruct, lead, train, guide, and develop the skills of others.
11. Willingness and ability to demonstrate commitment to the job, team and organization.
12. Ability to serve as a positive role model.
13. Ability to help create a positive work environment which encourages individual and team growth and development.
14. Ability to manage multiple tasks, and to be flexible in changing priorities. Ability to manage time such that deadlines are met.
15. Ability to gather and deploy resources appropriate for the task.
16. Ability to observe and evaluate the work performance of others.
17. Ability to anticipate problems and proactively resolve them. Ability to apply problem solving skills, considering all reasonable alternatives, and make recommendations for problem resolution.

18. Ability to set goals and objectives. Ability to organize, schedule, and prioritize work effectively such that goals and objectives are met.
19. Ability to maintain confidential information.
20. Ability to effectively balance the needs of the community with those of the individual property-owner or customer.
22. Physical and mental ability to perform the essential tasks of the job including climbing, bending, kneeling, stooping, crouching, crawling, standing, walking, speaking, hearing, and the ability to lift up to 50 pounds; ability to work at moderate heights and in close spaces; visual acuity sufficient to notice building and electrical defects; ability to work outdoors in all weather conditions; ability to compare data and characteristics, to compile, analyze, and synthesize information.
21. Willingness and ability to perform other duties as assigned, in support of customer needs and organizational objectives.

Minimum Requirements (Education, Experience, Training, Certifications/Licenses)

High school diploma, or equivalent, supplemented by (5) five years experience in inspection and codes enforcement including structural, plumbing, mechanical, or electrical inspection. An equivalent combination of training and experience that would likely provide the required knowledge and abilities to perform the job may be considered. Valid driver's license and safe driving record. Certification by International Code Council or equivalent organization required. Post-secondary college technical instruction in building technology, construction management, mechanical, electrical, plumbing and building construction preferred.