City of Bloomingdale, Georgia – JOB DESCRIPTION

Building Inspector

Department: Community Development
Reports To: City Administrator
FLSA Status: Non-exempt (eligible for overtime pay)

POSITION SUMMARY

Under general direction of the City Administrator, 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 ensure compliance with related ordinance; performs zoning inspections as needed and assists in enforcement of Occupational Tax Ordinance.

Responds to inquiries from the public and government officials; performs special inspection tasks. Incumbent works alone and make 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 DUTIES AND RESPONSIBILITIES

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 with various city departments, and follow-up with engineers regarding issues, corrections, and additional requirements.
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 coworkers.
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. Research 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 on customer service issues and resolutions.
8. Reviews proposed subdivisions for code compliance.
9. Performs the duties of a plan examiner, or mechanical, plumbing or electrical inspector as needed.
10. Prepares and presents legal testimony if required.
11. Performs specialized inspection tasks specific to area of assignment.
12. Coordinate with appropriate personnel on stormwater management concerns.
13. Review Land Disturbance Activity (LDA) applications and permits. Conduct monthly site evaluations for compliance. Follow up with engineers regarding issues, corrections, and additional requirements for plans or discrepancies on site evaluations.
14. Work closely with Code Enforcement to identify and enforce codes and ordinances related to property maintenance, zoning, land use, signs, and permits among other additional issues as it related to the public health, safety, and welfare of the City of Bloomingdale and its citizens.

OTHER TASKS AND RESPONSIBILITIES

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

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER

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 such as:
    a. 2024 International Building Code (IBC)
    b. 2024 International Residential Code (IRC)
    c. 2024 International Plumbing Code (IPC)
    d. 2024 International Mechanical Code (IMC)
    e. 2024 International Fuel Gas Code (IFGC)
    f. 2024 International Swimming Pool and Spa Code (ISPSC)
    g. 2023 National Electrical Code (NEC/ NFPA 70)
    h. Permissive Codes: 2018 International Property Maintenance Code (IPMC) and Existing Building Codes.
    i. 2015 International Energy Conservation Code (IECC)
    j. Level 1-A, Level 1-B, Level II Intro to Design (for plan review and evaluations for LDA)
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.
6. Ability to establish and maintain productive working relationships with others.
7. Ability to prepare clear, correct and concise legal testimony regarding violators.
8. Ability to communicate effectively in writing and orally.
9. Ability to work independently without close supervision, as well as with a team, and to follow through to task completion.
10. Ability to explain, interpret, and enforce codes and regulations firmly, tactfully, and impartially.
11. Ability to supervise, instruct, lead, train, guide, and develop the skills of others.
12. Willingness and ability to demonstrate commitment to the job, team and organization.
13. Ability to serve as a positive role model.
14. Ability to help create a positive work environment which encourages individual and team growth and development.
15. Ability to manage multiple tasks, and to be flexible in changing priorities. Ability to manage time such that deadlines are met.
16. Ability to gather and deploy resources appropriate for the task.
17. Ability to observe and evaluate the work performance of others.
18. Ability to anticipate problems and proactively resolve them. Ability to apply problem solving skills, considering all reasonable alternatives, and make recommendations for problem resolution.
19. Ability to set goals and objectives. Ability to organize, schedule, and prioritize work effectively such that goals and objectives are met.
20. Ability to maintain confidential information.

21. 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.
23. 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 of 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 (ICC). Must have or willing to obtain within 6 months of beginning employment.
- Building Official Associates of Georgia (BOAG)
- GA State Licensing Boards
- ADA Certification
- Level 1-A, Level 1-B, Level II Intro to Design for plan review for LDA.
- Post-secondary college technical instruction in building technology, construction management, mechanical, electrical, plumbing and building construction are preferred.

SALARY & BENEFITS

- Salary DOQ: $60,000.00 - $80,000.00
- Employer paid health, dental and vision insurance for the Employee (Estimated value of $15,000.00);
- Employer paid dental and vision insurance for the Employee's family;
- Employer paid retirement contribution on behalf of the Employee;
- The City is an EO/AA/ADA Employer and is committed to complying fully with the Americans with Disabilities Act and to ensure equal opportunity for all qualified persons with disabilities.

The City of Bloomingdale is an Equal Opportunity Employer.

Applications for Employment can be found on the City's website www.bloomingdale-ga.gov/employment or picked up at City Hall located at #8 W. Hwy 80, Bloomingdale, GA, Monday-Friday from 8:00 A.M. to 5:00 P.M.

Completed applications can be submitted at City Hall during regular business hours, by email to gsaxon@bloomingdale-ga.gov, or by U.S. mail to:

City of Bloomingdale
P.O. Box 216
Bloomingdale, GA 31302