**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 50,000 +**

**Building Inspector**

**Major Duties and Responsibilities**

Inspects job sites for compliance with safety regulations, zoning requirements, and soil conditions; reviews the site after completion for damage and improvements with right-of-way. Performs inspections of new construction, remodels, and repairs to ensure compliance with building codes. Performs final inspections upon completion of projects to ensure all ordinances are followed, including soil erosion ordinances. Inputs data into computer to update and maintain current records of inspections; prepares reports as required. Performs miscellaneous inspections for compliance with various codes and zoning regulations such as swimming pools, aluminum framed enclosures, tents, fire damage repair, and fences. Answers inquiries from the public regarding construction compliance; meets with the public concerning problems and reports results to Building Official. Investigates complaints or reports of unsafe buildings or construction conditions and of unauthorized construction. Informs developers and engineers of deviations or errors; advises corrective actions. Reviews site plans for conformity with local and state codes. Carries out a continuous effort to improve operations, work processes, and works cooperatively and jointly to provide continuous improvement and customer-driven service.   Performs other duties as assigned.

**Knowledge, Skills and Abilities**

Knowledge of local, state, and federal laws applicable to building codes. Knowledge of the principles, practices, and techniques of building and construction site inspections. Knowledge of building construction methods, materials, and equipment. Knowledge of the geography of the city and other local areas. Skill in conducting building and code enforcement inspections. Skill in problem solving and decision making.  Skill in operating standard office equipment. Skill in oral and written communication.

**Minimum Educational and Training Requirements**

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, 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 International Code Council (ICC) certifications of Residential Building Inspector within two years and Commercial Building Inspector within three years. 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.

**Physical Requirements**

The work is performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending or crouching. The employee occasionally lifts light objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity. The work is typically performed in an office or at inspection sites. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. The work may be performed outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, or gloves.