

BUILDING INSPECTOR

General Requirements:

- High School Diploma
- Must hold a valid Georgia Driver's License. Such license must be maintained during the course of employment.
- Must pass pre-employment screenings, including drug testing, background check, criminal history report and a motor vehicle report.

Required Education:

- *Must be certified as either a Residential Combination Inspector, or Commercial Combination Inspector by the International Code Council within (2) years of hire, depending on the needs of the department.
- Must become certified as a Duct & Envelope Tightness Verifier (through a program recognized by the State of Georgia) within one year of hire.
- Inspectors must keep abreast of code changes, new materials and new construction methods and practices.
- Inspectors will be required to attend courses and take exams as directed by the Building Official.

*All required certifications must be "current", and be maintained "current", per the requirements of the International Code Council during the course of employment. Any certifications which are inactive at the time of hire must be reactivated within one year.

Preferred applicants will have State Licensure (from any State) in one of the four major trades (i.e. Building, Electrical, Plumbing or Mechanical). A degree in architecture or as a building, electrical, plumbing or mechanical engineer may substitute for such a State License.

Required Experience:

- Requires (5) years field experience working in one of the four major trades (i.e. Building, Electrical, Plumbing or Mechanical). Five years experience working as an architect or a building, electrical, plumbing or mechanical engineer, may substitute for such field experience.
- Preferred applicants will have State Licensure (from any State) in one of the four major trades (i.e. Building, Electrical, Plumbing or Mechanical). A degree in architecture or as a building, electrical, plumbing or mechanical engineer may substitute for such a State License.
- Must be able to read and understand residential and commercial plans, details and specifications concerning the structural and architectural aspects of buildings. Preferred applicants will also have the ability to read and understand residential and commercial plans, details and specifications concerning the other major trades as well (i.e. Electrical, Plumbing and Mechanical).
- Must be able to solve problems using basic algebra, geometry and math skills.
- The applicant must have a general knowledge of all aspects of the residential and commercial construction industry, including knowledge of a wide variety of construction materials, methods and practices.
- The position requires the ability to deal fairly but firmly with all involved parties in order to ensure compliance with all the adopted construction codes, city ordinances and departmental policies.
- The applicant must be able to communicate effectively and maintain composure when confronted with adverse conditions.

**Essential Job Duties:
(include, but are not limited to...)**

- Enforcing compliance with all adopted construction codes and city ordinances by performing on site inspections including:
 - Reviewing approved plans to determine project requirements.
 - Examining construction materials and installations to determine proper compliance with the approved plans, as well as, with all code and manufacture’s requirements.
 - Performing tests as necessary to ensure proper compliance.
 - Issuing written notices to the parties involved, concerning defective or substandard use of materials or their installations.
 - Making recommendations to correct such deficiencies.
 - Issuing citations to court as directed by Building Official.
 - Assisting other inspectors and city departments as necessary.
- Completing accurate reviews of residential and commercial site plans and building plans (including all trades), to insure compliance with all applicable codes.
- Conducting Duct & Envelope Tightness Verification tests.
- Assisting the Building Official with special projects.
- Performing the Building Official’s duties, as directed, when the Official is on leave due to illness or vacation.
- Maintain oral and written communication with all parties as necessary to help avoid or to correct code violations including:
 - Arranging on site meetings.
 - Fielding phone calls.
 - Writing letters.
 - Resolving complaints.
- Performing administrative duties including:
 - Keeping accurate records of all inspections and any directives issued.
 - Assist customers who call or come to the building department.
 - Perform general office duties as may be necessary.
 - Keeping Track of assigned projects and issuing reports.
 - Perform related work as required.
- Performing other duties as assigned.

Working Conditions / A.D.A. Requirements:

- The position requires the ability to perform on site inspections of all phases of residential, commercial and industrial construction including:
 - Walking on uneven, unstable and slippery surfaces; climbing stairs, ladders, steep slopes and on roofs.
 - Bending, squatting, kneeling, stretching and lifting.
 - Crawling under floors, in attics and in tight places.
 - Driving a vehicle in all types of weather conditions including rain, ice, sleet, snow, fog, off road and in mud.
 - Inspecting indoors and outdoors in all types of weather and temperatures such as sun, rain, heat, cold, sleet, snow, ice, high humidity, etc.
- The applicant understands that often his clothing and boots will get dirty and occasionally they will get stained, torn or ruined.
- During the course of performing the required duties the inspector will often be working around mud, dust, paint, chemical fumes, poisons, insulation and other irritants.
- The position requires the ability to see and read blueprints, safety information on products and at work sites, and other materials; the ability to see and distinguish construction details from a distance of 75 feet; the ability to hear and understand verbal instructions; and the ability to distinguish colors in wiring and other contexts at a glance.

Working Hours:

- Working hours are normally Monday thru Friday, from 8:00 A.M. to 5:00 P.M. with a 1-hour unpaid lunch.
- Occasionally the inspector will have to work beyond 5:00 P.M. in order to complete an inspection properly or because of a heavy workload. Overtime or comp time will be credited for such work.
- On rare occasion, the inspector will be called in to work on evenings or weekends to assist in emergency situations, as determined by the Building Official or City Manager. At such times, overtime or comp time will be credited for such work.

Pay Classification:

- Building Inspector: \$20.94 - \$27.89 per hour
- For each of the following International Code Council inspector certifications,
 - (1) Residential Building Inspector,
 - (2) Residential Electrical Inspector,
 - (3) Residential Plumbing Inspector,
 - (4) Residential Mechanical Inspector,
 - (5) Commercial Building Inspector,
 - (6) Commercial Electrical Inspector,
 - (7) Commercial Plumbing Inspector or
 - (8) Commercial Mechanical Inspector,that an employee has achieved prior to employment with the city, or that he obtains while serving in the department and at the direction of the Building Official, the employee's salary shall be increased by 2%; provided that each such certification is accompanied by at least 6 months of full time (40 hrs. per week) inspecting experience** and at least 24 hours of classroom or on-line training applicable to the certification acquired. 16 hours of classroom or on-line training will suffice for each of the following certifications: Residential Plumbing Inspector, Residential Mechanical Inspector, Commercial Plumbing Inspector or Commercial Mechanical Inspector

** In order to be eligible, all such experience must have been obtained while working full-time (8hrs. per day, 5 days per week, or equivalent) as a building trades inspector for the City of Acworth or other governmental agency.

All certifications must be "current", and be maintained "current", per the requirements of the International Code Council in order to qualify for the salary increase, as well as during the course of employment in Acworth.