

**NEWTON COUNTY GOVERNMENT  
CLASS SPECIFICATION**

**CLASS TITLE: SENIOR BUILDING INSPECTOR/BUILDING OFFICIAL**  
**DEPARTMENT: DEVELOPMENT SERVICES**  
**REPORTS TO: DIRECTOR OF DEVELOPMENT SERVICES**

**CLASS CODE:**  
**DATE: 04/19**

**JOB SUMMARY:**

Performs technical work in the inspection of building plans and construction for compliance with all applicable ordinances and standards. Coordinates and provides guidance and supervision to Building Inspectors.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out lead worker responsibilities including: answering questions and resolving problems, training in job skills, assigning and directing work, making recommendations in performance appraisal, and reporting problems to supervisor.

Trains Building Inspector employees on proper inspection techniques and completion of paper work.

Reviews construction plans to ensure that all aspects of proposed projects are in compliance with all applicable codes and ordinances.

Reviews plans for building inspections of residential and commercial projects for footings, site work of building location, concrete slabs, foundation walls, framing, insulations, architectural components, site plan features, building materials, building finishes, and final inspections of residential dwellings. Issues certificate of occupancy.

Performs commercial building inspections of light commercial, high rise buildings, and industrial. Checks approvals of previous inspections from electrical, plumbing and Heating, Ventilation and Air-Conditioning (HVAC) systems. Performs footing inspections, structural inspections, insulation inspections, architectural component inspections, site plan feature inspections, and building material / finishes inspections.

Responds to telephone requests regarding inspections of a technical nature and oversees the responses of other inspectors.

Performs inspections of new construction, remodels, and repairs to ensure compliance with building codes.

Oversees the enforcement of County swimming pool ordinance to include, checking for proper barrier, access, and electrical requirements; reports results to enforcement officers.

Report all erosion control violations, and unlawful continuance.

Investigates complaints or reports of unsafe building or construction conditions; and, as applicable, provides professional recommendations and analysis of information to determine condemnation and abatement of property.

Informs developers and engineers both orally and in writing of any deviations or errors; advises as to corrective action.

Maintains inspection records, permits, process records, plans and related documents on file.

May periodically be expected to perform duties related to general office practices, such as issuing permits and licenses, filing and retrieving documents, typing certificates of occupancy and other administrative duties.

Represents the department in various administrative and professional situations.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS REQUIRED:**

All candidates to fill a vacant position in this classification must submit to and pass a drug-screening test after meeting the following minimum requirements:

**Education and Experience:**

High school diploma or equivalent; and,

Four to six years of progressively responsible related experience in construction trades, codes compliance or any related field; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid State Driver's License with acceptable Motor Vehicle Record.

NPDES Certification or ability to obtain within 12 months of employment.

International Code Council (ICC) certification as Certified Building Official. Certification in the following three (3) areas: (Residential Building Inspection, Commercial Building Inspection, and Building Plans Examiner). Some deficiencies in certification may be considered with obtainment of required certificates within 12 months of employment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Applicable federal, state, and local laws, codes, and ordinances.

Methods, practices, and techniques of building construction trades including construction materials and equipment.

Knowledge of ICC/Standard Building code, Georgia Energy Code, ANSI, Plumbing, Mechanical, Heating, Gas and national Electric Codes.

Administration of staff and activities, either directly or through subordinate supervision.

NPDES, BMP's

**Skill in:**

Communicating clearly and effectively, both orally and in writing which may include preparing and presenting reports.

Using tact, discretion, initiative and independent judgment within established guidelines.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Interpreting codes, plans, and specifications and detecting errors or omissions in installation.

Performing basic mathematical computations.

Assigning, directing, reviewing and evaluating the work of staff.

Performing visual inspections of construction sites.

**Mental and Physical Abilities to:**

Ability to review, understand and interpret design drawings, construction plans, construction specifications, engineering plans and maps.

Follow both oral and written instructions.

Write routine reports and correspondence.

Add, subtract, multiply and divide whole numbers, common fractions, and decimals.

Deal with problems involving several concrete variables in standardized situations.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Hearing ability sufficient to understand conversational tones and respond to telephone ringers.

Vision ability sufficient to see shapes and outlines of objects both near and at a distance; depth perception and color recognition required.

Vision ability to see and interpret typed documents and computer screen at close range.

While performing the essential functions of this job the employee is regularly required to walk indoors and outdoors, sit at desk and in vehicle, stand for long periods of time, reach with hands and arms; bend, crawl, crouch, kneel, stoop, and stretch.

While performing the essential functions of this job the employee is not regularly required to move or lift objects greater than 10 pounds.

**Working Conditions:**

While performing the essential functions of this position the employee is regularly exposed to outdoor weather conditions, especially in hot and cold temperatures, humidity, rain, and sun. Also exposed to dust, fumes, caustic chemicals, and potentially hazardous substances.

The incumbent's working conditions are typically moderately loud.

**MATERIAL AND EQUIPMENT USED:**

Computer	Calculator	Photocopier
MS Word, Excel, PowerPoint	Motor Vehicle	I-Pad
Permitting Software (aka Magnet)	A/V Equipment	

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This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.