

**CODE: 7220**

**GRADE: 15**

**THOMAS COUNTY, GEORGIA  
JOB DESCRIPTION**

**JOB TITLE: BUILDING INSPECTOR  
BUILDING INSPECTIONS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under occasional supervision, performs the inspections of building construction and existing structures for compliance with applicable electrical codes and ordinances. Work involves protecting life and property through the inspection of residential and commercial buildings for compliance with adopted ICC codes and regulations. Employee must exercise considerable tact, courtesy and firmness in dealing with contractors, property owners and the general public. Reports to the Planning Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Answers questions for contractors.

Drives throughout the County for inspections.

Inspects buildings in the process of construction, alteration or repair for compliance with electrical code requirements, approved plans, construction and safety practices; examines plot plans, structural framing, electrical installation and general arrangement of building facilities for quality of design, materials and workmanship.

Performs routine-to-complex inspections of new building construction, renovations and mobile home installations for compliance with applicable electrical codes and ordinances. Maintains daily logs of inspections.

Receives and/or reviews various records and reports including architectural drawings, electrical diagrams, and various other records, reports, memos, correspondence, etc.

Prepares and/or processes various records and reports including inspection reports, and various other records, reports, memos, correspondence, etc.

Refers to National Electrical Code, International Residential Code, Southern Building Code, policy and procedure manuals, computer manuals, codes / laws / regulations, various trade publications and reference texts, directories, technical manuals, safety manuals, etc.

Operates a vehicle and a variety of office equipment including a computer, copier, telephone, calculator, etc.

Uses clerical supplies, test gauges, measuring devices, small hand tools, electrical testing equipment, shovel, ladder, measuring tapes, etc.

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Interacts and communicates with various groups and individuals including the immediate supervisor, co-workers, customers, contractors, home / property owners, contractors, architects, engineers, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Technical school diploma supplemented by one to two years of experience in electrical, building inspection or construction, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds). Tasks may require traversing uneven terrain, entering confined spaces and/or climbing ladders during field inspections.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

**Language Ability:** Requires ability to read a variety of codes, policies and procedures, blueprints and construction drawings, specifications, correspondence, etc. Requires the ability to prepare inspection reports, violation notices, correspondence, etc., with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to

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primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including construction trades, structural engineering, architecture, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of algebra and geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery; and to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, hand tools, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**DISCLAIMER:** This job description is not an employment agreement or contract.  
Management has the exclusive right to alter this job description at any time without notice.