

# City of Morrow

## Job Description

**JOB TITLE:** *Building Inspector*

**STATUS/GRADE:** *Non-Exempt/22*

**DEPARTMENT:** *Community Development*

*Created: May 22, 2014*

**JOB SUMMARY:** *This position performs skilled inspection work in the enforcement of municipal building codes and life safety measures for the City of Morrow. Duties include but are not limited to: performs inspections services; prepares inspection reports; prepares certificates of occupancy; prepares citations and court briefs; and processes a variety of relevant paperwork.*

### **MAJOR/ESSENTIAL DUTIES:**

- *Inspects new construction (both residential and commercial) with approved plans and specifications to ensure compliance with city building codes and ordinances.*
- *Inspects building demolition, repair and alternations to ensure compliance with applicable codes and provides approval upon total compliance.*
- *Reviews plans, drawings and electrical diagrams to ensure work is done to specification.*
- *Completes daily and weekly report of inspections.*
- *Prepares certificates of occupancy is appropriate.*
- *Communicates orally and in writing with homeowners, Business owners, contractors, architects, engineers, inspectors, and co-workers to provide assistant and clarification of codes, ordinances and inspections.*
- *Investigates complaints and alleged violations of Fire, building codes/ordinances and issues citations for violations when appropriate.*
- *Inspects old & fire damaged structures subject to condemnation for fire or safety hazards; issues notices of required correction of deficiencies.*
- *Responds to complaints, problems and/or concerns from the public.*
- *Attends meetings as needed or required.*
- *prepares citations and court documents timely and accurately.*
- *Under the supervision of the city Fire Marshall, inspects sprinkler systems, fire pumps, smoke removal systems and alarm systems.*
- *Ensure all structures meet current American's with Disabilities requirements.*
- *Other assigned duties as assigned.*

### **KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:**

- *Knowledge of applicable Federal, State, local Laws and Ordinances as pertaining to area of concern*
- *Ability to communicate orally and in writing with all levels of the public, City and Authorities.*

- *Ability to read complex reports, applications, plans, specifications, ordinances, and maps.*
- *Knowledge of city building codes, inspection practices, policies and procedures.*
- *Ability to use independent judgment and discretion in handling emergency situations.*
- *Ability to establish and maintain effective working relationships with co-workers and the general public.*
- *Ability to perform assigned duties with minimum supervision.*
- *Skill in composing letters, reports and other written material independently or with minimum instruction.*
- *Ability to use standard office equipment.*
- *Ability to organize and schedule time, managing multiple projects or priorities.*
- *Ability to add, subtract, divide, multiply accurately; determine percentages, time and weight and interpret these numbers.*
- *Must be able to read a variety of technical data including but not limited to professional and administrative documentation, directions, instructions, methods and procedures.*
- *Must be able to create reports with proper format, punctuation, spelling and grammar.*
- *Skilled in ability to communicate with people to convey or exchange professional information.*
- *Ability and skill to provide fair and equal opportunities to all individuals without regard to race, color, religion, national origin, age, gender or disability.*
- *Must have a Residential Inspectors Certification*
- *Must have a Plans Examiner Certification.*
- *Must have appropriate certifications for Residential Building, Electrical, Plumbing, Mechanical (HVAC) Inspector, also known as a Residential Combination Inspector.*
- *Must have Commercial Inspector Certification.*
- *Must have appropriate certifications for Commercial Building, Electrical, Plumbing, Mechanical (HVAC) Inspector, also known as a Commercial Combination Inspector.*
- *Must have a Commercial Plans Examiner Certification*

**SUPERVISORY CONTROLS:** *This position is under the direct supervision of the Senior Planner and/or the Community Development Director*

**GUIDELINES:** *This positions uses all available written resources on Construction policies and procedures, City and County Ordinances, Federal, State and Local Laws and regulations.*

**COMPLEXITY:** *The duties of this position range from routine to complex in nature. This position must be able to review data and make determinations on the appropriate actions based on the guidelines available. This position must be able to make determinations using independent judgment quickly and accurately. The ability to inspect items for proper length, width, and shape may be required. Also may require the use of mathematical formulas; add, subtract, multiply and divide numbers, determine percentages, determine time and weights. This position must be able to maintain confidentiality of conversations and data at all times.*

**SCOPE AND EFFECT:** *Requires the ability to compare and/or judge the readily observable, functional, technical, financial, structural, or compositional characteristics of data, people, or things. This position may require the ability to differentiate colors and shades of color.*

**PERSONAL CONTACTS:** *Contacts will typically be City, County, and other related agency employees, business owners and the general public.*

**PURPOSE OF CONTACTS:** *Requires the ability to deal with people beyond giving and receiving instructions. This position must be able to listen, instruct, direct, and persuade contacts. They must be adaptable to performing in stressful situations when confronted with contingency and/or non-routine situations.*

**PHYSICAL DEMANDS:** *This position must be able to work sitting, walking, standing, bending, stooping, pushing, or pulling, for both short and long periods of time. This position must be able to work at a computer, reading and interpreting reports and procedures and be able to talk/listen on the phone or equivalent devices. Work involves occasional lifting of heavy objects (51-100 lbs); frequently lifting, carrying, and pushing of moderately heavy items (20-50 lbs); bending, crouching, standing, balancing, crawling, climbing, working from tall ladders, and operating tools and equipment which require a high degree of dexterity. Requires ability to perceive and discriminate colors, shades of colors, sounds, odors, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally and in writing.*

**WORK ENVIRONMENT:** *This work will typically be at construction sites requiring the use of safety vest and hard hat protection. This position typically will be exposed to adverse environmental conditions such as dirt, dust, pollen, odors, fumes, noise, vibrations, uneven surfaces, hot, cold, wet and inclement weather, and other situations common to construction areas, parks and other maintenance facility or City buildings.*

**SUPERVISORY RESPONSIBILITIES:** *None*

**MINIMUM QUALIFICATIONS:**

- *High school diploma or equivalent*
- *Must have all required certifications mentioned in skills & knowledge section of this job description, upon hire (copies of certificates required).*
- *Four (4) years of experience in the building construction field, which includes residential and commercial construction*
- *Able to express knowledge of Title VI, American's with Disabilities residential and commercial requirements.*
- *Valid Georgia drivers license*
- *Acceptable Motor Vehicle Report ( 3 years)*

**PREFERRED QUALIFICATIONS:**

- *Bi-lingual (Spanish or Vietnamese)*