



JOB OPENING

Troup County Government

Position: Building Inspector	Department: Community Development	Salary: \$17.44/Hr
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Under general supervision and instruction this position is responsible for conducting property and building inspections to ensure compliance with state and county codes and ordinances and for conducting residential and commercial building code inspections to enforce state-mandated building codes.

Qualifications/Knowledge:

- ⇒ Must be at least 21 years of age; high school diploma or GED; current valid driver's license
- ⇒ Must have 1-2 years experience in related field
- ⇒ Knowledge of the Troup County Code of Ordinances and Troup County policies and procedures
- ⇒ Knowledge of County, State and National building codes; Knowledge of code enforcement principles and practices
- ⇒ Knowledge of construction techniques and contracting procedures; Knowledge of occupational hazards and safety principles
- ⇒ Knowledge of generally accepted engineering, construction and building practices
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of the building permit process and requirements; Knowledge of the business license process and requirements
- ⇒ Skill in the use of computers and job-related software programs; Skill in problem solving, prioritizing and planning
- ⇒ Skill in conducting investigations and collecting evidence; Skill in the enforcement of county and state codes and ordinances
- ⇒ Skill in reading blueprints and construction documents
- ⇒ Skill in conducting and documenting site, structural, energy, electrical, plumbing and mechanical inspections
- ⇒ Skill in oral and written communication; Skill in interpersonal relations

Essential Duties and Responsibilities:

- ⇒ Performs on-site building inspections during all phases of construction
- ⇒ Issues stop-work notices as appropriate; conducts follow-up inspections to ensure corrective action has been taken; posts inspection notices
- ⇒ Reviews building plans for new construction, renovations and modifications; advises contractors/owners of changes required for code compliance; issues building permits; prepares occupancy permits
- ⇒ Provides information and assistance to contractors, builders and the general public
- ⇒ Reviews residential and commercial site plans and/or land plats for Troup County code compliance
- ⇒ Documents, responds to and investigates citizen complaints about environmental issues, sanitation problems, business licenses, building permits, public nuisances, illegal signs, unsafe buildings, dilapidated structures, property maintenance and soil erosion/sediment control issues
- ⇒ Performs new residential and commercial building code inspections
- ⇒ Assists the general public, law enforcement and other personnel by performing a variety of public relations activities and by providing technical and clerical support
- ⇒ Responds to in-person and telephone inquiries at information desk; provides information and answers questions; refers to appropriate personnel or offices
- ⇒ Issues written citations for violations of the Troup County Code of Ordinances
- ⇒ Gathers, preserves, identifies and records information for ordinance violations and presents in court as required
- ⇒ Assists with the review and processing of other various permits
- ⇒ Prepares charts, graphs, diagrams and exhibits; takes photographs required for court presentations
- ⇒ Assists with new business license applications and the annual business license renewal process
- ⇒ Conducts meetings and prepares and makes presentations to community and school groups related to department activities
- ⇒ Completes and maintains various reports, paperwork and documents as required
- ⇒ Performs in a flexible work environment with diverse activities
- ⇒ Works collaboratively with other Troup County Departments and various outside agencies
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.org.

Job #: 05232019 Building Inspector

Grade 16

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace