



# JOB OPENING

## Troup County Government

<b>Position:</b> Building Inspector/ Code Enforcement	<b>Department:</b> Building & Zoning	<b>Salary:</b> \$16.92/Hr
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This position is responsible for conducting a wide range of property inspections and/or building inspections to ensure compliance with various State of Georgia and Troup County codes and ordinances. It is also responsible for performing numerous residential and commercial building code inspections to enforce the State of Georgia mandated Standard Building Codes.

**Qualifications/Knowledge:**

- ⇒ Must be at least 21 years of age, High school diploma or GED, current valid driver's license; ICC Certified Residential Building Inspector, ICC Certified Commercial Building Inspector and one to two years experience is preferred
- ⇒ Georgia Soil and Water Conservation Commission - Level 1A and 1B Certification is preferred
- ⇒ Knowledge of the Troup County Code of Ordinances and Troup County policies and procedures
- ⇒ Knowledge of County, State and National building codes
- ⇒ Knowledge of construction techniques and contracting procedures
- ⇒ Knowledge of generally accepted engineering, construction and building practices
- ⇒ Knowledge of occupational hazards and safety principles
- ⇒ Skill in reading blueprints and construction documents
- ⇒ Skill in conducting and documenting site, structural, energy, electrical, plumbing and mechanical inspections
- ⇒ Knowledge of code enforcement principles and practices
- ⇒ Knowledge of the judicial system
- ⇒ Skill in the use of computers and job related software programs
- ⇒ Skill in conducting investigations and collecting evidence
- ⇒ Skill in the enforcement of County and State codes and ordinances
- ⇒ Skill in problem solving, prioritizing and planning
- ⇒ Skill in interpersonal relations; skill in oral and written communications

**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, illegal dumping, littering, inoperable or junk vehicles, 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
- ⇒ Prepares charts, graphs, diagrams and exhibits; takes photographs required for court presentations
- ⇒ 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 all other related duties as assigned

The Senior Building Official reviews work assignments and gives specific instructions and/or assistance when guidance or back up is needed. Work requires independent judgment and discretion in difficult or unusual situations.

***Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).***

Job #: 08012017 Building Inspector/Code Enforcement

Grade 16

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

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