



JOB OPENING

Troup County Government

Position: Senior Building Official	Dept: Building and Zoning	Salary: \$ 20.11/Hour
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This position inspects new and existing buildings and structures to enforce conformance to building, grading, and zoning laws and approved plans, specifications and standards and supervises the day-to-day operations of the Building and Zoning Department.

The qualified candidate will have:

- ⇒ Bachelor's Degree (B.A.) from an accredited college or university or one to two years related experience and/or training, or an equivalent combination of education and experience, to include supervisory experience
- ⇒ Required Building Inspection Certifications through the State D.C.A. Office
- ⇒ Knowledge of relevant county codes, construction or trade codes, zoning ordinances, and subdivision covenants, and ability to interpret which guidelines apply in a particular case
- ⇒ Knowledge of construction techniques and contracting procedures
- ⇒ Knowledge of the geography of the county, including subdivisions and road and street names
- ⇒ Skill in reviewing plans and technical specifications and in reading maps
- ⇒ Skill in the use of such measuring instruments as is required
- ⇒ Current, valid driver's license; driving record should be free of disqualifying traffic violations as set forth in County guidelines
- ⇒ Must have excellent verbal, written, and interpersonal communication skills and ability to respond to the public in a positive and professional manner

Essential duties and responsibilities include the following:

- ⇒ Inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components meet provisions of building, grading, zoning, and safety laws and approved plans, specifications and standards
- ⇒ Performs on-site building inspections for foundation and structural code compliance and plumbing and mechanical inspections
- ⇒ Reviews plan submittals to determine the approval or rejection of building permits and business license applications
- ⇒ Monitors building license and permit section for verification of license and fee-paid status
- ⇒ Responds to telephone inquiries and schedules daily inspections
- ⇒ Interprets legal requirements and recommends compliance procedures to engineers, architects, sub-contractors, and homeowners
- ⇒ Keeps inspection records and prepares reports for use by administrative or judicial authorities
- ⇒ Performs the duties of Zoning Administrator
- ⇒ Presents zoning cases to the Board of Zoning Appeals/Planning Board and the Board of Commissioners
- ⇒ Works closely with the Planning Department in analyzing requests
- ⇒ Supervises the day-to-day operations of the Building and Zoning Department
- ⇒ Performs all other related duties as assigned

Applications will be accepted until 5:00 P.M. 02/17/2012 in the Human Resources Office located in the Government Center, Third Floor, Room 3202, 100 Ridley Avenue, LaGrange, GA

Job #: 01202012 Sr Bldg Official

Grade: 17

Valerie Heard, Human Resources Director

Michael J. Dobbs, County Manager

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