

City of Cumming

Department of Planning & Zoning

Building Inspector

General Nature of Work

This is a technical position operating under the immediate supervision of the Director of the Planning & Zoning Department. This person performs complex and technical building, electrical, mechanical and plumbing inspections on commercial and residential projects in accordance with applicable ICC standards. Ensures that site preparation, installations and structures comply with applicable code standards, federal, state and local regulations. Interacts with builders, contractors, developers, installers, and the general public regarding various aspects of code compliance.

Examples of Work

- Prepares daily project inspection schedule according to geographic locations.
- Performs on-site erosion control, building, electrical, mechanical or plumbing inspections in accordance with federal, state and local regulations in order to ensure that installations comply with applicable code standards. Visually inspects systems and structures in dwelling to detect deficiencies and violations with building code standards.
- Inspects foundation, footing, framing and wiring on new construction to ensure compliance and residential projects to ensure compliance with applicable codes.
- Issues approval or denial notices to contractors regarding inspection results.
- Confers with contractors, sub-contractors, engineers, fabricators and others regarding construction and repair practices, code requirements, safety issues and other matters related to inspections.
- Issues building permits for residential structures.
- Performs follow-up inspections to ensure that noted deficiencies are corrected and that installations comply with applicable codes.
- Completes reports in order to document and report on inspections activities including inputting data into City computerized inspection program.
- Maintains a log of inspections completed and notes disposition and follow-up required.
- Performs general/clerical tasks which may include, but is not limited to: answering telephone calls, greeting and answering questions from the general public and others, sending/receiving faxes, making photocopies, filing documentation, typing correspondence, entering data into computer, processing incoming/outgoing mail.
- Conducts general maintenance to City Hall building as needed.
- Performs other related duties as assigned.

Necessary Knowledge, Skills and Abilities

- Ability to read and interpret land surveys, site and construction architectural and engineering plans.
- Working knowledge of the ICC codes and 2020 NEC Building Codes, including Georgia amendments. Working knowledge of the principles and practices of construction methods.
- Ability to locate and detect in building, electrical, mechanical and plumbing installations. Knowledge of basic record keeping, report preparation, filing methods and records management techniques.
- Knowledge of other applicable state, federal and local laws, rules and regulations.
- Skilled in using tact, discretion, initiative and independent judgment within established guidelines.
- Skilled in organizing work, setting priorities, meeting critical deadline, and following up assignments with a minimum of direction.
- Skilled in mathematics with ability to communicate clearly and effectively, orally and in writing. Skilled in preparing clear and concise reports, correspondence and other written materials.
- Ability to understand and carry out oral and written instructions, giving close attention to detail. Ability to apply mathematical concepts such as fractions, percentages, ratios and proportions to working situations.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.
- Ability to read and analyze professional periodicals and journals, technical procedures and government regulations.
- Ability to resolve problems involving several concrete variables in working situations.
- While performing the essential functions of this job the employee is frequently required to: sit, stand, talk and walk; use hands and feet to balance, feel, handle and climb ladders; bear, lift and/or move up to fifty pounds.
- While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical equipment and parts, toxic or caustic chemicals, risk of electrical shock, high noise levels and outdoor weather conditions.
- Exemplary attendance is required.

Desirable Education, Training and Experience

Graduation from a standard high school, vocational school or equivalency and three (3) years of progressively responsible related experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. ICC Certification in building, electrical, mechanical or plumbing is desired or ability to begin obtaining said certifications after probationary period. Basic computer proficiency is desired or ability to learn the City computerized inspection program. Must possess and maintain a valid, Class C, Georgia Driver's License.

Minimum Physical Requirements

Must be able to exert up to 50 pounds of force occasionally and up to 25 pounds frequently. Physical demand requirements are at levels of those for medium work.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

Classification: Semi-skilled

FSLA Status: Non-Exempt

Revised 10/21