

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	C715
FLSA:	N
WC:	9410
PG:	507
EEO:	3

CLASSIFICATION TITLE: LAND DEVELOPMENT INSPECTOR I

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical inspections of development sites and construction projects to determine compliance with all City, County, State and Federal codes and regulations regarding erosion and sediment control, grading, clearing, drainage, landscaping, infrastructure, wetlands, and stream buffers. Provides interpretations and explanations of codes, regulations and ordinance and corrective requirements.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Interacts and communicates with numerous groups and individuals on various inspection related topics; provides interpretation and assistance with code definitions to the public, staff, developers, and related parties; conducts construction meetings with property owners, developers and contractors; responds to reports of alleged ordinance or code violations and drainage issues; advises utility company subcontractors on erosion control requirements; assists in presenting educational information concerning erosion control, environmental impact of storm water pollution, and other topics; works with City and State DOT to ensure project compliance.

Performs various administrative tasks to support the daily operations of the division; issues work orders; prepares and maintains accurate reports and records regarding inspections; prepares daily log of completed inspections and noted violations; maintains site files.

Conducts inspections of sites to determine nature of potential violations or ensure compliance; conducts site re-inspections of construction and development sites to determine if corrective compliance has been met; provides recommendations for citations if a site remains non-compliant after written notification.

Performs site inspections on water systems, roads, streets, sidewalks, curbs, gutters and related infrastructure systems to ensure compliance; notes code violations; provides recommendations for corrective actions to developers, contractors or property owners; conducts re-inspections to ensure corrective measures have been taken; conducts inspections for the release of maintenance bonds; notifies developers of related problems; conducts inspections on retaining walls for compliance with applicable codes.

Participates in various court related activities; collects and documents evidence; prepares and provides court testimony against individuals receiving citations.

Conducts a variety of testing procedures relative to the inspections process; performs pressure tests on waterlines; conducts storm water turbidity test as a result of rain events; conducts pressure tests on fire lines.

Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized within the department.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; three years of experience in construction or engineering inspections with knowledge of all City, State, County and ARC ordinances and codes; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Class C Georgia driver's license. Must obtain certification in the fundamentals of erosion and sediment control within one year of employment.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position. Must have a solid understanding of civil engineering and construction practices, materials, methods, and codes. Must have knowledge of City, County, State and Federal codes, ordinances and regulations regarding land development and erosion control. Must have the ability to read and interpret engineering plans, specifications, and drawings. Must have an understanding of soils and plant types.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of walking, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, bright/dim lights, wildlife attacks/bites, water hazards, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.