

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>C605</b>
<b>FLSA:</b>	<b>N</b>
<b>WC:</b>	<b>9410</b>
<b>PG:</b>	<b>508</b>
<b>EEO:</b>	<b>3</b>

**CLASSIFICATION TITLE: BUILDING INSPECTOR I**

Applications are accepted on-line at [www.roswellgov.com/employment](http://www.roswellgov.com/employment)

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**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 building construction. Work involves providing interpretations and explanations of construction codes, regulations, ordinances, and corrective requirements to developers, contractors, property owners, and the general public.

**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.**

Performs all aspects of the building inspection process; performs building, plumbing, mechanical, electrical and related inspections; determines whether buildings/systems pass or fail inspections; identifies code deficiencies, hazardous conditions, structural failures, or improper uses; recommends corrective actions; reports violations and variations from codes/plans; issues stop work orders as appropriate.

Reviews and analyzes various reports, forms and documents; reviews construction documents for compliance with building, plumbing, electrical, mechanical, life safety, fire and accessibility codes; reviews engineering reports to approve for construction; analyzes concrete lab reports to determine strength of materials; reviews materials list to determine appropriate use of materials; reads roof and floor system truss reports to determine appropriate installation and bracing.

Performs various administrative tasks in support of the daily operations of the department; notifies utility companies of approval for service; maintains records of approval; performs routine computer data entry; completes inspection and plan review reports.

Interacts and communicates with various groups and individuals to provide information and assistance; resolves issues with architects, engineers, and general contractors regarding review of their work; receives and responds to citizen questions and inquiries; provides answers and explanations regarding code interpretations.

Prepares and maintains accurate records of inspection activities; updates manuals and reference materials with current information.

Maintains knowledge of existing, new, and updated codes definitions.

Monitors construction activity within the community for work in progress that is not under permit.

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.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school diploma or equivalent; three (3) to five (5) years of experience in architecture, engineering, construction or inspections; 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 Georgia driver's license. Must obtain and maintain certification in inspection for one or more building trades within one year of employment. GSWCC Level 1A and 1B certification desired.

## 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 possess thorough knowledge of Standard Building Code, Georgia Energy Code, ANSI, Plumbing, Mechanical, Heating, Gas and National Electric Codes. Must have a thorough knowledge of construction materials, practices and procedures.

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**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, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**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 very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, crawling, climbing, and balancing, 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, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, 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.*