

**McDUFFIE COUNTY, GEORGIA  
CLASS SPECIFICATION**

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**Job Title:** Building Inspector  
**Dept:** Planning and Zoning Department  
**Reports To:** Director

**Dept. Code:** 7400  
**Date:** 4/2024

**JOB SUMMARY:**

This position is responsible for performing all inspections and enforcement in connection with those codes or ordinances referenced under Job Essential Functions below, or any applicable codes and ordinances as may now or in the future be adopted.

**JOB ESSENTIAL FUNCTIONS:**

Performs on-site inspections of all construction and development activity; checks for compliance with building codes and ordinances; issues orders to correct violations and ensures that violations are corrected.

Reviews applications for development permits and verify compliance to building codes and ordinances. Enforces building codes and ordinances as they pertain to construction and development activity within the county.

Assists in the administration and interpretation of these codes and ordinances in conjunction with their compliance, enforcement, and appeals.

Issues citations for violations of any building codes or ordinances and prosecutes said violations

Submits any required inspection reports and maintains records of all inspections performed, and permits issued or denied.

Extends any assistance to the general public in any of the above areas

Prepares reports and correspondence as required by the county, any jurisdiction therein, the Board of Commissioners, the City Council, and all applicants for permits.

Maintains computer and/or paper record of all inspections and enforcement activity

Promptly responds to telephone and personal inquiries regarding building codes and ordinance inspections(s) and enforcement.

May be subject to cross-training in order to temporarily fill in for other department personnel on sick leave or vacation

Performs his/her duties, and any additional duties, as may be assigned by the Director, the Board of Commissioners, the County Manager or the Administrator of the City of Thomson (upon prior authorization by the Director, or Board of Commissioners).

Those codes and ordinances subject to enforcement are as follows:

National Electric Code

Standard Building Code (including Liquor License Inspections)

Standard Plumbing Code

Standard Mechanical Code

Standard Gas Code

Standard Housing Code

Standard Fire Prevention Code

State Energy Code

Swimming Pool Code

State Industrialized Building

State Manufactured Housing Setup

#### KNOWLEDGE REQUIRED BY THE POSITION:

Working knowledge of the above referenced codes and ordinances.

Good verbal and written communicative skills, with the ability to explain technical requirements and issues to technical and non-technical persons,

Ability to read and interpret technical documents.

Ability to determine logically and consistently what constitutes compliance with building codes and ordinances

Knowledge of construction practices and techniques and the ability to judge results of these techniques and practices against the standards set forth in building codes and ordinances

Ability to determine logically and consistently what constitutes a violation of building codes and ordinances and to oversee and assure correction of violations.

Knowledge of the geography of the county.

Ability to make concise reports, maintain accurate records and to reach logical conclusions based on fact

Ability to establish and maintain effective working relationships with the public, local officials and building contractors and developers.

Ability to follow oral and written instructions.

Skill in operation of computer, typewriter, calculator, and other office machines; ability to type

Skill in basic mathematical calculations.

**SUPERVISORY CONTROL:** The Director assigns work in terms of goals and objectives for the department. Instructions are somewhat general; many aspects of the work are specifically covered, but much judgement must be used. The incumbent decides the order and specific manner of performing the work. The work is not normally reviewed unless problems occur.

**GUIDELINES:** Guidelines include National electrical codes, county building codes (see codes and ordinances above), Georgia Building Codes, verbal and written instructions county and department policies and procedures, and standard operating procedures, and other applicable state or local laws, rules or regulations. These guidelines are clear and specific but require selection, judgment, and interpretation in application.

**COMPLEXITY:** Complexity occurs in the difficulty of making consistent determinations as to the compliance or noncompliance of widely differing circumstances due to imperfect knowledge and complex criteria.

**SCOPE AND EFFECT:** Successful performance assures the public that unsafe or undesirable activities or structures do not threaten health and safety, or diminish quality of life; and prevents unnecessary litigation.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other department heads and employees, attorneys, real estate personnel, surveyors, developers, elected officials and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically for giving and exchanging information, resolving problems, and to justify, defend, negotiate or settle matters.

**PHYSICAL DEMANDS:** Work is typically performed sitting at a desk, but requires standing, walking, bending, crouching or stooping while making on-site inspections. Work requires frequent lifting of light objects, and occasional lifting of heavy objects. Work also requires the ability to distinguish between shades of color. Applicant must be physically able to climb a ladder and to crouch or crawl into restricted areas such as attics and crawl spaces.

**WORK ENVIRONMENT:** The work is performed in an office and occasionally outdoors when inspecting property. When working outdoors employee may be exposed to inclement weather, dust, noise and dirt.