



POSITION DESCRIPTION

Title: Building Inspector III
Department: Building Inspection
Job Analysis: December 1986, September 2011, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official
Subordinate Staff: None
Internal Contacts: Members of Building Inspection Department, County Commission, County Employees
External Contacts: Contractors, General Public
Status: Classified/Non-Exempt (L)

Job Summary

Inspects buildings to insure compliance with the International Building Codes and other building, construction codes and ordinances. Compliance is ordered when deficiencies or infractions are discovered. Explains and interprets codes, ordinances, etc., as requested.

Job Domain

A. Site Inspections

1. Make inspections of old & new building structures, swimming pools, other structures to ensure that they meet approved plans, building, fire and other applicable codes and ordinances.
2. Require corrections to be made when deficiencies are discovered.
3. Assist builders and owners in determining how such corrections may be made to achieve code conformance.
4. Inspect old and dangerous structures which may be subject to condemnation especially for fire and safety hazards.
5. Check sites of demolished buildings for compliance to county requirements.
6. Make assigned inspections of a residence including foundation, roof, chimneys, floors, walls, etc., write detailed report of findings.
7. Notify owners and tenants of violations both verbally and in writing.

8. Inspect for life safety compliance and structural compliance (single family dwellings only).

B. Office Duties

1. Consult with and advise persons concerning constructural matters.
2. Explain and interpret codes, specifications, trade publications, etc., as required.
3. Maintain daily log of inspections performed.
4. Review and study building codes, revisions, directives, etc.

C. Plan Review & Evaluation

1. Review plans for compliance with electrical, mechanical, plumbing and building codes, as needed.

D. Miscellaneous

1. Provide information on building requirements in the field and by telephone.
2. Perform area surveillance for unpermitted building construction.
3. Responsible for routine maintenance on county vehicle.
4. Make inspections on Mobile Homes including tie-down, electrical connection, sewer hookup, in compliance with applicable codes.
5. Inspect temporary electric installation for compliance with Utility Companies requirement.
6. Two years trade school or college course work in the building and construction trades and/or considerable related experience.

Knowledge, Skills, and Abilities

1. Skills to communicate effectively at all levels with all persons involved in the building trades.
2. Math skills to compute square footage, cost of permits, electrical, mechanical, plumbing requirements.
3. Skills to communicate effectively with general public and various government agencies.
4. Reading skills to understand building codes, construction reports, plans, blueprints, etc.
5. Good knowledge of all types of building construction materials and methods and stages of construction at which possible violations and defects may be most easily observed and corrected.
6. Good knowledge of International Building codes, local building codes and related laws and ordinances.
7. Ability to detect structural and other faults and to appraise for quality of construction and physical depreciation.
8. Ability to read and interpret plans and compare them with construction in progress.
9. Ability to determine inspection priorities when appropriate.
10. Ability to establish and maintain effective working relationships with builders, owners, contractors and public.
11. Ability to suggest modifications which will bring structures into code compliance.

12. Ability to work independently and to make decisions requiring technical discretion and judgment.

Minimum Qualifications

1. Must possess a valid driver's license.
2. Must be willing to travel throughout the County and on technical trips.
3. Must be certified by the International Building Codes within one (1) year after appointment.

POSITION DESCRIPTION

Title: Hazard Mitigation Coordinator

Department: Building Inspection

Job Analysis: 11/1998, 08/2005, 09/2011, 05/2012, 10/2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Deputy Building Official

Subordinate Staff: Office Manager, Office Assistant IV

Internal Contacts: Members of Building Inspection Department, County Employees

External Contacts: Building Contractors, Architects, Surveyors, General Public

Status: Classified/Non-Exempt (I)

Job Summary

Administers Baldwin County Coastal Program, Baldwin County Hazard Mitigation Grant Program, processing grant applications for funds to elevate/acquire properties in the FEMA designated flood zones. Review and process ICC (Increased Cost of Compliance) letters for flood damaged properties. Damage Assessment Coordinator prepares Damage Assessment paperwork from the County and Municipalities for the EMA Director after a Hurricane event. Supervises the Office Manager and Office Assistant IVs. Maintains inventory of supplies, Assistant to the Building Official.

Job Domain

A. Hazard Mitigation Grant Program

1. Receive applicant information (bids, survey, elevation certificate, TBM) to prepare application for Hazard Mitigation.
2. Send correspondence to several agencies for compliance in program, use USGS maps to identify project area.
3. Run FEMA benefit cost module for cost effectiveness.
4. Compile information and forward to State EMA.
5. Document progress of approved projects, by photos and field work.
6. Coordinate with State Mitigation Officer on mitigation measures.
7. Attend closing for acquisitions purchased by County.
8. Assist FEMA in viewing current and proposed projects within Baldwin County.

Approved 05/15/2012 BC Commission Meeting For Approval 10/01/2019

9. Assist public with NFIP (National Flood Insurance Program) and FEMA information.
10. Maintain current FEMA FIRM maps
11. Attend workshops and/or conferences regarding Mitigation.

B. Coastal Program

1. Assist public with flood zone determinations.
2. Coordinate with Coastal Inspector on areas to monitor.
3. Prepare monthly, quarterly and annual reports for ADEM and County Treasurer.
4. Assist public on compliance with coastal regulations.

C. Managerial

1. Supervise OAIV in Foley office and OAIII in Fairhope Office.
2. Maintain office supply inventory.
3. Assist public on all office related procedures, requirements, etc.
4. Maintains personnel vacation calendar, approves time cards.
5. Schedule meetings for the Baldwin County Building Code of Appeals, Baldwin County Flood Damage Prevention Ordinance Board of Adjustment, compile the minutes for each board meeting.
6. Schedule meetings and appointments for Building Official.
7. Assist Building Official and Building Inspectors as needed.
8. Prepare and figure plan review fees and building permit fees for large commercial projects.

D. Damage Assessment

1. Coordinate with local municipalities prior to storm season to establish procedures for reporting damage after a storm event.
2. Coordinate and outline areas with Tax Assessors office on areas to assess after the storm event.
3. Compile IA (Individual Assistance) and PA (Public Assistance) reports received from municipalities & unincorporated areas and report to FEMA.
4. Attend workshops and/or conferences that pertain to Damage Assessment.
5. Report all findings to the EMA Director.

E. Miscellaneous

1. Receive, open and sort incoming mail.
2. Issue Building, Plumbing, Electrical and HVAC permits, when needed
3. Assist Courthouse Coordinator, as time allows.

Minimum Qualifications

1. Must have a valid driver's license.
2. Must be willing to travel throughout Baldwin County and on technical trips.

POSITION DESCRIPTION

Title: Office Assistant IV
Department: Building Inspection
Job Analysis: November 2011, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Hazard Mitigation Coordinator
Subordinate Staff: None
Internal Contacts: Members of Building Inspection Department, County Employees
External Contacts: Building Contractors, Architects, Surveyors, General Public
Status: Classified/Non-Exempt (F)

Job Summary

Greet public, answers questions concerning construction, refers code questions to Building Inspectors, issues building, electrical, HVAC, plumbing permits, maintain filing system, perform file searches when needed.

Job Domain

A. Permitting

1. Issue all building, electrical, HVAC & plumbing permits, to licensed contractors.
2. Verify that contractors are state licensed, if not give appropriate information.
3. Make copy of building permits issued, for public review.
4. Maintain a running list of all permits issued for each month.
5. Maintain filing system, purge files and perform file searches when needed.
6. Schedule daily inspections.
7. Issue Certificate of Occupancies

B. Accounting

1. Maintain journal sheets on a daily basis.
2. Make sure journal sheets, permits and money collected all match.
3. Make bank deposits on a daily basis.
4. Compile month end permits, IR-OR report, all permit total should match.

C. Flood Determinations

1. Provide flood determinations to the general public, a copy of each determination goes to Office Administrator for the CRS Program (Community Rating System).
2. Elevation Certificates when received for a job file, make sure all information is correct, make a copy and give to the Office Administrator for the CRS program.
3. Maintain and organize FEMA flood maps (FIRM's).

D. Miscellaneous

1. Use of a two-way radio system.
2. Able to type and use computer.
3. Greet and assist public with general construction questions.
4. Answer telephone.
5. Receive, open and sort incoming mail.
6. Assist Building Official, Building Inspectors or Office Administrator, when needed.

Minimum Qualifications

1. Must have a valid driver's license.
2. Must be willing to travel throughout Baldwin County.

POSITION DESCRIPTION

Title: Office Manager
Department: Building Inspection
Job Analysis: **October 2019**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Hazard Mitigation Coordinator
Subordinate Staff: None
Internal Contacts: Members of Building Inspection Department, County Employees
External Contacts: Building Contractors, Architects, Surveyors, General Public
Status: Classified/Non-Exempt (G)

Job Summary

Greet public, answers questions concerning construction, refers code questions to Building Inspectors, issues building, electrical, HVAC, plumbing permits, maintain filing system, perform file searches when needed.

Job Domain

A. Permitting

1. Issue all building, electrical, HVAC & plumbing permits, to licensed contractors.
2. Verify that contractors are state licensed, if not give appropriate information.
3. Make copy of building permits issued, for public review.
4. Maintain a running list of all permits issued for each month.
5. Maintain filing system, purge files and perform file searches when needed.
6. Schedule daily inspections.
7. Issue Certificate of Occupancies

B. Accounting

1. Maintain journal sheets on a daily basis.
2. Make sure journal sheets, permits and money collected all match.
3. Make bank deposits on a daily basis.
4. Compile month end permits, IR-OR report, all permit total should match.

C. Bookkeeping

1. Responsible for all Monthly bookkeeping for department.
2. Responsible for compiling Monthly Reports for department

D. Flood Determinations

1. Provide flood determinations to the general public, a copy of each determination goes to Hazard Mitigation Coordinator for the CRS Program (Community Rating System).
2. Elevation Certificates when received for a job file, make sure all information is correct, make a copy and give to the Hazard Mitigation Coordinator for the CRS program.
3. Maintain and organize FEMA flood maps (FIRM's).

E. Miscellaneous

1. Use of a two-way radio system.
2. Able to type and use computer.
3. Greet and assist public with general construction questions.
4. Answer telephone.
5. Receive, open and sort incoming mail.
6. Assist Building Official, Building Inspectors or Hazard Mitigation Coordinator, when needed.

Other Characteristics

1. Must have a valid Alabama driver's license.
2. Must be willing to travel throughout Baldwin County.