

POSITION DESCRIPTION

Title: Chief Building Inspector
Department: Building Inspection Department
Job Analysis: February 2020

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: Building Inspectors (in absence of Deputy Building Official)
Internal Contacts: Members of Building Inspection Department, County Employees
External Contacts: Contractors, Architects, Engineers, General Public
Status: Classified/Exempt (EC-7)

Job Summary

Inspects buildings to insure compliance with the International Building Codes and other building, construction codes and ordinances. Must supervise and train Inspectors. Explains and interprets codes, ordinances, etc., as requested.

Job Domain

A. Site Inspections

1. Make inspections of old and 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.
9. Supervise and train Inspectors.

B. Office Duties

1. Consult with and advise persons concerning constructural matters.
2. Explain and interpret codes, specifications, trade publications, etc., as required.
3. Assist Building Official as needed.
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.

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.

Other Characteristics

1. Must be willing to travel throughout the County and on technical trips.
2. Must be familiar with computer use.
3. Must supervise and train Inspectors.

Minimum Qualifications

1. Certification by the International Code Council as a Building Inspector in residential and commercial codes, required.
2. Certified as a Flood Plain Manager or obtain certification within (1) year.
3. Must have five (5) years' experience in Building Inspections and Plan Review or equivalent training and experience.
4. Must possess a valid Alabama driver license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Permit Administrator

Department: Building Inspection

Job Analysis: February 2020

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: None

Internal Contacts: Members of Building Inspection Department, County Employees

External Contact: Building Contractors, Architects, Surveyors, General Public,
Online Software Support Team

Status: Classified/Exempt (EC-6)

Job Summary

The Permit Administrator works with software developers to create and maintain online permitting/inspection software. Additionally, this position will continually administer the permitting software, work with other departments to integrate the permitting software, train all existing and new employees on the use of the software, work with public to utilize software, and assist with Hazard Mitigation Coordinator duties.

Job Domain

A. Permitting Software

1. Work with permit software company on design and implementation.
2. Create and design all permits and inspection reports for permit software.
3. Create reports for Building Official as needed.
4. Train all personnel to utilize permit software.
5. Coordinate with Planning Department to integrate online Permitting and Planning Modules.

B. Office Duties

1. Supply reports to Building Official as needed.
2. Supply reports for all department programs as needed (i.e. CRS, Coastal, Hazard Mitigation).
3. Set-up and maintain permitting kiosk at all 3 office locations for public use of online Permit Software.

C. Miscellaneous

1. Assist with Hazard Mitigation duties, when needed.
2. Issue building, plumbing, electrical and HVAC permits, when needed.
3. Assist with Office Manager duties, when needed.
4. Assist Building Inspectors, when needed.
5. Assist public with using online permit software and general questions

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 cost of permits.
3. Fluency in the English language, both written and verbal
4. Ability to speak with a clear, well-modulated voice and to use proper grammar.
5. Ability to quickly convey concise and accurate information.
6. Ability to respond to difficult situations with tact and diplomacy.
7. Ability to complete multiple tasks simultaneously.
8. Comprehensive skills in all Microsoft Office products as well as coding.

Minimum Qualifications

1. High School Diploma or GED required. College degree preferred.
2. Minimum two (2) years' experience in clerical, administrative, or secretarial field. (Associates degree in business may substitute for one (1) year of experience.)
3. Extensive computer knowledge in Word, Excel, PowerPoint and coding.
4. Must be registered as a Certified Permit Technician by the International Building Code Council at time of hire, or within 12 months of hire date.
5. Work experience in government desirable.