

JOB TITLE: Building Inspector / Code Enforcement Officer

DEPARTMENT: Building Inspection, City of Cleveland

JOB SUMMARY: This position is responsible for enforcing city building codes, maintenance codes and other city ordinances.

MAJOR DUTIES:

- Inspects permitted ongoing construction, repair, or modification projects for compliance with codes in all areas of construction, including building, electrical, mechanical, plumbing, gas, housing, fire, energy, maintenance, water, sewer, excavation, and grading regulations.
- Inspects ongoing construction, repair, or modification projects for compliance with zoning ordinances and land development regulations, including foundations, lot requirements, and setbacks.
- Notifies responsible contractor, subcontractor, engineer, architect, or homeowner of code violations and discusses possible options to correct violations.
- Conducts follow-up inspections to determine code compliance; prepares non-compliance cases for court proceedings.
- Assists in maintaining files of inspections, re-inspections, inspector notes, and required reports; compiles status reports on specific assignments as requested.
- Issues citations or coordinates with the city police department on enforcement and issuing citations for code and ordinance violations.
- Inspects existing structures for potential violations of safety or sanitation.
- Coordinates or participates in plan review and joint inspections with other city departments as needed.
- Assists with the application, implementation and reporting of grants related to housing and other building code standards
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of relevant city construction and housing codes, scrap tire codes, construction and trades codes, and zoning ordinances.
- Knowledge of the principles and practices of commercial and residential construction.
- Knowledge of construction industry standards.
- Knowledge of geography of the city, including subdivisions and road and street names.
Building Inspector / Code Enforcement Officer, Building Inspection
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in interpersonal relations.
- Skill in reading blueprints and other technical diagrams, such as plats, site plans, soil erosion and sedimentation control plans, maps, and building plans.
- Skill in interpreting and applying zoning regulations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The City Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

COMPLEXITY: The work consists of varied inspection and building code enforcement duties. The number of rules, regulations, laws, and ordinances to be enforced contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to enforce city building codes and ordinances. Successful performance in this position helps ensure compliance with codes, ordinances, and standards to establish levels of safety and quality in construction.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, realtors, developers, contractors, subcontractors, engineers, architects, homeowners, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee occasionally climbs ladders, lifts light and heavy objects, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors, where the employee may be exposed to occasional cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted – ICC Residential and Commercial Certifications.