



MARION COUNTY

Building Inspector/Zoning Administrator Planning & Zoning

PZ/1

JOB SUMMARY

This position is responsible for administering and enforcing the County's building and zoning codes and ordinances.

MAJOR DUTIES

- Plans and directs department activities; enforces state and local codes and ordinances for all buildings and developments in Marion County.
- Maintains ICC certification in residential inspections for building, electrical, plumbing and mechanical, as well as maintaining ICC certification in plans examination for residential building, electrical, plumbing, and mechanical.
- Oversees and performs structural field inspections of new and existing buildings, premises, construction work, and materials during and after the construction process.
- Reviews and approves construction plans related for building, electrical, plumbing, HVAC, gas, and zoning code compliance.
- Issues certificates of occupancy for completed buildings.
- Prepares reports and maintains records of new occupancies for residential and commercial buildings.
- Prepares appeals, rezoning, and variances for Zoning Board.
- Coordinates and mediates work between contractors, architects, attorneys and regional agencies.
- Enforces code violations and files municipal court charges; signs official plat records.
- Oversees ordering and purchasing of department supplies and materials.
- Assigns 911 addresses.
- Acts as Animal Control Officer as needed.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant state and local codes and ordinances.
- Knowledge of zoning enforcement principles.
- Knowledge of relevant construction practices.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communications.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The County Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include County and department policies and procedures, State and local building codes and ordinances, and related federal, state, and local laws. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of duties related to the administration of all building and zoning codes and ordinances. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct and supervise compliance with the building and zoning codes and ordinances. Successful performance helps ensure public safety and welfare.

CONTACTS

- Contacts are typically with coworkers, other County department heads and employees, contractors, developers, engineers, vendors, lawyers, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table and intermittently standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, distinguishes between shades of color and utilizes sense of smell.
- The work is typically performed in an office and exposes the employee to dirt, dust, grease, machinery with moving parts, the outdoors and occasional inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position had direct supervision over part time office clerks (2).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- 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.

RECOMMENDED QUALIFICATIONS

- ICC Certified in residential inspections for building, electrical, plumbing, and mechanical.
- ICC Certified in residential plan examination for building, electrical, plumbing, and mechanical.