



Chief Building Official/Code Enforcement Director LaFayette Georgia Building and Codes

JOB SUMMARY

This position is responsible for the enforcement of state adopted building codes, city ordinances and code enforcement.

MAJOR DUTIES

- Assists in hiring, schedules, assigns, directs, supervises, evaluates and disciplines personnel.
- Prioritizes tasks and makes daily work assignments.
- Conducts building inspections of residential and commercial buildings.
- Enforces property maintenance and nuisance abatement ordinances.
- Performs plan reviews, code reviews, and design reviews.
- Issues building permits.
- Coordinates meetings and submits recommendations to Planning Commission and the Zoning Board of Appeals; provides advice related to ordinance revisions.
- Inspects, oversees and assists in the construction, maintenance and repair of city buildings.
- Performs related duties.
- Enforces local zoning ordinances.
- Develops and implements operating policies, procedures and short- and long-term department plans.
- Responds to inquiries and complaints from citizens, builders and other individuals.
- Recommends the annual department budget and monitors the expenses under the approved budget.
- Approves purchase orders and check requests.
- Meets with other city department heads concerning inter-departmental projects.
- Monitors departmental operations to ensure compliance with state and federal requirements.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of electrical, plumbing, HVAC and construction codes.
- Knowledge of city ordinances and code enforcement principles.
- Knowledge of supervisory principles and 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 the preparation of clear and precise reports.
- Skill in oral and written communication.
- Knowledge of human resource principles and laws.
- Knowledge of budgetary principles and practices.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports and observation of department activities.

GUIDELINES

Guidelines include building codes, city ordinances, and property maintenance codes. These guidelines require judgment, selection and interpretation in application.

Guidelines include state building and property maintenance codes and adopted revisions, local ordinances, soil erosion regulations, safety regulations, and city and department policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, administrative, inspection and code enforcement duties.
- The purpose of this position is to enforce building codes and city ordinances. Success in this position ensures compliance with relevant codes and ordinances.
- The work consists of varied management, administrative and supervisory duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the city's building and code enforcement operations. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with other city employees, contractors, law enforcement personnel, home and business owners, elected and appointed officials, business leaders, state and federal officials, vendors, engineers and members of the general public
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over (1) GIS Analyst and (1) Administrative Assistant.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with three to five years construction or inspection experience and completion of specialized training in the field of work, in addition to basic skills typically associated with a high school diploma or GED
- 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.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three to five years of inspection 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.
- Must be able to successfully pass a criminal background, post offer drug screen and MVR Check.
- Must possess and maintain valid ICC Residential Combination Inspector Certification.
- Must possess or obtain within one year ICC Commercial Building Inspector Certification.
- Must possess or obtain within one year Level 1B Erosion and Sedimentation Inspector Certification.
- Must possess or obtain within one year ICC Property Maintenance Inspector Certification.
- Must possess or obtain within two years (GACE) Georgia Association of Code Enforcement Certification.

EQUAL OPPORTUNITY EMPLOYER

The City of LaFayette, Georgia, is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, gender identity, marital status, veteran's status, national origin, or any other basis prohibited by federal, state, or local law.

The City of LaFayette, Georgia, does thorough pre-employment checks that may include the areas of previous employment, criminal history, education, drug use, and physicals. All hires are contingent upon successful completion of these checks.

To apply for this position email resumes to dhamilton@cityoflafayettega.org or mail PO Box 89 207 South Duke Street LaFayette, GA 30728 attention City Manager