

Title: Chief Building Inspector
Hours: Full-Time
Primary Service Area: Community Development Department
Reports to: Building Official

The Collaborative, (www.thecollaborative.com) an award-winning consulting firm with a national reputation for excellence in planning, design, engineering, transportation and communications, seeks a talented Planning Technician to join its team of professionals supporting a contract for the City of Sandy Springs, GA. Our Sandy Springs community development team operates as an on-site, full-service community development department in support of the City of Sandy Springs, providing planning and zoning, building and permitting, and code enforcement services. The Collaborative also manages two other departments in support of the City, including Communications and Economic Development. The services provided by the Community Development Department are wide-ranging and constantly changing. It is a fast-paced environment, requiring attention to detail and flexibility in prioritization.

Role

The Chief Building Inspector is the Senior Level Class position in the Building Inspector Series classification. Employees in this class demonstrate a highly advanced level of capabilities in managing the technical requirements of the building inspection processes necessary to ensure compliance with City, state, federal and international codes and regulations as required. Employee possesses a superior knowledge and experience base in building inspection that allows for the management of unique circumstances, difficult or volatile situations and other non-routine work that may arise during enforcement of building code requirements. Employee also demonstrates a level of understanding of complex cases and exercises diplomacy and sensitivity in these unique situations. Employee required little supervision by supervisors and supports, guides and oversees the work of trainee and intermediate level employees, for which the employee has day-to-day supervisory responsibilities. Employee may, with adequate training, satisfactory performance evaluations, competency in executing routine and unique job duties, sensitivity and insight to manage difficult and volatile situations that may require good judgement and tact, master the skills necessary to advance to the next level class (Building Plan Reviewer).

Primary Duties and Responsibilities

The primary duties and responsibilities include:

- Coordinates the organization, staffing and operational activities for the inspection of building and facilities including maintenance and construction.
- Trains, motivates and evaluates building code personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Directs, coordinates and reviews the work plan for building inspections; meets with staff to identify and resolve problems; assigns work activities and projects; monitor work flows; reviews and evaluates work product, methods and procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for building code administration; identifies resource needs; recommends and implements policies and procedures.

- Coordinates building code administration activities with those of other divisions and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence.
- Performs field inspections of residential and commercial buildings during various stages of construction and remodeling; ensures that structures are being constructed in accordance with approved plans and specifications and in compliance with applicable state and local laws, ordinances, and codes (including, but not limited to, building, plumbing, mechanical, electrical and energy codes) to ensure the health, safety, and welfare of the public.
- Conducts periodic field inspections before and during construction, remodeling, or repair; checks the safety of construction and installation practices; inspects the quality of materials and methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, masonry, electrical, plumbing, and other construction work; makes final inspections to clear permits.
- Enforces codes and regulations; reviews, researches, and communicates results in determining applicable codes/ordinances; explains required inspections, construction requirements and construction and repair methods and materials to owners, architects, engineers, contractors, and the public; advises owners on matters related to building permits; investigates and resolves building and related complaints.
- Prepares citations against violators of the building code and related ordinances, laws and regulations; defines enforcement process for citation cases; may appear in court as requested.
- Maintains a variety of files and records related to areas of assignment including permit binders, records of inspections made and actions taken, and plans; inputs and retrieves information into computer data bases; prepares reports, correspondence, and a variety of other written materials as requested.
- Perform other related duties as assigned.

Qualifications

Basic

- High school diploma or GED equivalent
- Five (5) years of experience in construction, including familiarity with building, plumbing, and mechanical construction.
- Must possess International Code Council (ICC) Residential Combination Inspector certification
- Must possess International Code Council (ICC) Commercial Building Inspector certification
- Must possess International Code Council (ICC) Commercial Mechanical Inspector certification.
- Must obtain International Code Council (ICC) Commercial Combination Building Inspector certification no later than one year from date of hire (ICC certification no later than one year from date of hire is a condition of continued employment beyond one year).
- Valid Driver's License continuously maintained

Preferred

- BS/BA degree in architecture, engineering or building-related field or equivalent.
- Five years of building construction experience requiring general knowledge of code applications in all areas; supplemented by college level course work in code enforcement, communication skills, effective writing and technically related areas.
- Must possess International Code Council (ICC) Residential and Commercial Combination Inspector

certification.

- Must maintain current ICC certifications during entire duration of employment as a Chief Building Inspector with the firm's contract with the City of Sandy Springs.
- Extensive knowledge of federal, state, and local regulations pertaining to building construction and zoning.
- Extensive knowledge of the following: building codes and regulations applicable to commercial and residential inspection work; methods and regulations pertinent to mechanical inspection; materials, methods, and regulations pertinent to plumbing inspection; zoning regulations; site drainage and grading; sign code; and the fire code as it applies to building construction.
- Knowledge of building design and construction technology. Ability to apply knowledge to specific projects under inspection jurisdiction.
- Knowledge of code compliance methods and inspection techniques. Ability to apply knowledge to specific projects under inspection jurisdiction.
- Knowledge of the development community and contractor practices. Ability to apply knowledge to specific projects under inspection jurisdiction.
- Skill in gaining compliance with applicable codes and/or ordinances

Ability to:

- Communicate technical information and requirements in a clear and accurate fashion both verbally and in writing.
- Enforce codes evenly and fairly without prejudice, preferential treatment, or malice.
- Work in adverse weather conditions and on hazardous construction sites.
- Make field decisions based on adopted codes, ordinances, policies, and standards.
- Request assistance from other department staff about alternate approval options and department operations needed for job performance.
- Develop rapport with a variety of people and elicit cooperation.
- Be assertive as the situation demands; ability to work with angry people, defuse potentially hostile situations, and resolve disputes in the interest of code compliance in a respectful manner.
- Handle significant job stress.
- Perform a variety of construction calculations.
- Meet deadlines and organize daily work effectively and in cooperation with other staff.
- Read plans and specifications to evaluate actual construction consistency and compliance with approved plans and code provisions.
- Write clear and legible narrative reports and correction notices.
- Learn and/or teach specialty inspection skills and code requirements to other inspectors.
- Cross-train and work in another specialty area such as zoning, and site grading/drainage inspections.
- Adapt to emerging techniques, technologies, and codes; and keep proficient in currently adopted codes.

Working Conditions

The work environment characteristics described here are representative of those an employee typically encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all safety policies and rules and must be willing to report and/or act on safety violations and potential safety violations to appropriate supervisory or management personnel.

The employee will perform most duties in a typical office environment. The noise level in the office environment is usually quiet. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Job requires employee to perform duties at company site or client locations.

Commitment

Employee is expected to meet attendance standards as determined by management. Must be available and willing to work on either a part-time or full-time basis according to the assigned schedule and must be available and willing to work overtime (including daily, weekend and holidays) as determined by management as necessary to meet the business needs.

Salary and Benefits

The Collaborative offers a competitive salary and benefits package.

Equal Opportunity Employer

The Collaborative does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The firm will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Contact Information

Please send cover letter and resume to info@thecollaborative.com. No phone calls please.