

# JOB OPENING

## Troup County Government

<b>Position:</b> Building Official	<b>Department:</b> Community Development	<b>Salary:</b> \$68,432.00/Yr
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Under general supervision and instruction this position is responsible for managing a team of technical employees, primarily in the building disciplines and utilizes discretionary authority in the review of residential and commercial construction applications for interpretation and compliance with Georgia state minimum standard building codes and Troup County Codes and Ordinances. This position requires depth of expertise and knowledge in specialized construction functions, project management and business operations.

### Qualifications/Knowledge:

- ⇒ Bachelor's Degree in Architecture, Engineering, Construction Management, Public Administration or a course of study related to the occupational field; Master's Degree preferred
- ⇒ Must have a current valid driver's license; must have 3 to 5 years experience in a related field; must have budgeting experience
- ⇒ Possession of combination Residential and/or Commercial Certification from International Code Council (ICC), or the ability to obtain such certifications within 1 year of hire date. Certified Building Official (CBO) Certification preferred
- ⇒ Experience in interpreting complex and/or technical documents; develops written or oral analysis to present justification of analysis and recommendations
- ⇒ Knowledge of current minimum International Code Council Standards enacted by Georgia Department of Community Affairs
- ⇒ Knowledge of principles, procedures, processes, terminology and practices of residential and commercial construction and of building materials and quality standards; skill in the development of reports related to budgets, performance and trends analysis
- ⇒ Knowledge of computers, Microsoft Suite and job-related software programs
- ⇒ Knowledge of principles of supervision, training and employee management
- ⇒ Skill in the ability to multi-task, prioritize assignments, and organize work for timely completion
- ⇒ Skill in reading blueprints, construction documents, and site plans; skill in development of reports related to performance and trend analysis
- ⇒ Skill in the use of judgement and effective decision-making pertaining to a variety of laws, policies & procedures
- ⇒ Skill in utilizing appropriate interpersonal and conflict resolution skills to resolve complaints and violations in a professional manner
- ⇒ Skill in communicating clearly and concisely, both orally and in writing

### Essential Duties and Responsibilities:

- ⇒ Assists the Building Inspectors and other Community Development Staff in planning, directing the administration and code enforcement of Georgia state minimum standard building codes
- ⇒ Reviews plans and specifications for planning, zoning, standardization and state mandated residential and commercial building requirements
- ⇒ Issues or directs the issuance of citations or notices for violations related to building, planning, zoning and code of ordinances
- ⇒ Establishes and maintains systems to ensure that all files, correspondence, reference documents, reports, permits, plans, and other data or materials are maintained in an organized fashion
- ⇒ Investigates and answers complaints regarding safety, non-permitted construction activities, non-permitted business licenses and violations of codes and ordinances
- ⇒ Works with Architects, Engineers, Contractors and Owners to ensure compliance with the Georgia state minimum standard building codes and accepted engineering practices
- ⇒ Conducts on-site inspections and supervises personnel responsible for performing building, plumbing, mechanical and electrical plan reviews and inspections
- ⇒ Conducts research and analysis of complex technical issues; evaluates alternatives and provides recommendations or options for resolving planning and building issues
- ⇒ Issues building permits, business licenses, stop work orders and business license suspensions or revocations
- ⇒ Tracks progress of inspections, plan reviews and investigations for timeliness, compliance and resolution
- ⇒ Assists the Director of Community Development in the development of departmental policies and procedures
- ⇒ Provides leadership and direction to the Building Department; ensures and maintains staff certifications
- ⇒ Prepares reports for and attends meetings of the Board of Adjustments and Appeals, Water Review Board, Board of Zoning Appeals/Planning Commission, Board of Commissioners and other public meetings as required
- ⇒ Confers with Department staff and other Troup County Directorates or Departments on issues relating to various code interpretations, plan reviews, permit issuances, field inspections, fee collections and other administrative matters
- ⇒ Performs other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 01292026 Building Official

Grade 21

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**