



CITY OF TEMPLE, GEORGIA Job Description

Job Title: Construction/Development Inspector
Department: Public Works/Community Development
Pay Grade: 21- non exempt

Major Function and Purpose: The Construction/Development Inspector is a full-time FLSA non-exempt position. The Construction/Development Inspector will perform all duties herein described at the discretion of the Public Works Director and Community Development. The purpose of this position is to inspect ROW and road construction projects in addition to overseeing the work being performed by various builders, site developers, and contractors working within the City of Temple. Responsible for on-site inspections of commercial and residential properties in the city including the investigation of potential violations and the enforcement of municipal codes, ordinances, and regulations. Public Works staff keeps our City clean and helps maintain, build, and improve the City's infrastructure; Community Development helps envision and shape future City growth. Both departments enforce code violations.

Essential Job Functions for Construction/Development Inspector

- Inspection of commercial and residential properties
- Investigate potential violations of municipal codes, ordinances, and regulations
- Investigate complaints of violation of city laws, ordinances, and codes including but not limited to zoning, land use, and business
- Issues courtesy notices, notices of violation, citations, correction notices and stop work orders to ensure compliance
- Conducts follow-up investigations to ensure compliance with applicable codes and ordinances and obtains evidence as necessary
- Seeks compliance with city ordinances
- Work effectively with different social and economic groups in community meetings and guide the community design process and acceptance
- Negotiate development and consultant contracts
- Read and understand architectural, structural, and civic engineering
- Accurately answer inquiries from customers regarding construction methods, procedures, and materials used
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements, violations and/or potential violations; secures code compliance
- Prepare written reports of inspections as specified by department procedures; issues warnings and citations when violations are proven
- Maintains files and records related to citations and violations
- Prepares a variety of written reports, memoranda and correspondence
- Inputs and retrieves a variety of information using a computer terminal
- Answers inquiries and provides information to the general public regarding existing code regulations and policies
- Network with civic, community and other special interest groups



- Assists Public Works with various responsibilities
- Support for Community Development

Knowledge required for this position

- Knowledge of construction practices
- Knowledge of general codes, ordinances, laws, and regulations
- Knowledge of safe and efficient work practices as they relate to construction and municipal codes
- Knowledge of principles, practices, methods, and techniques of code violation, investigation, and enforcement
- Knowledge of city services and municipal organizational structures as they relate to community development
- Knowledgeable of city codes, ordinances, laws, and regulations pertaining to construction, land development, and the enforcement of violations
- Ability to learn principles, practices, methods, and techniques of building inspections and enforcement
- Ability to learn, interpret and apply state and local policies, procedures, laws, and regulations
- Ability to maintain and updates records, logs, and reports
- Ability to enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency
- Ability to read and interpret engineered plans/blueprints
- Ability to understand National, State, and Local regulatory standards, procedures, and codes
- Ability to understand Best Maintenance Practices for erosion control
- Ability to work independently in the absence of supervision
- Ability to operate and use modern office equipment including a computer, cell phone, etc.
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work

(ADA) minimum qualifications or standards required to perform essential job functions

Physical Demands: Required physical, lifting, and sensory capabilities are requirements to perform the job successfully. The work is performed while sitting, standing, and walking. Typical environmental conditions associated with job. The employee must be able to operate a variety of automated office machines which include computer, printer, copy machine, telephone, etc. Employee must be able to use body to work, move or carry objects or materials. Also, must be able to exert up to 20 lbs of force frequently and/or more occasionally.

Materials and Equipment Used:

Various office equipment such as a computer, printer, copy machine, telephone, etc.

**Minimum Qualifications, Education and Experience:**

Minimum High School Diploma or GED equivalent. Knowledge and level of competency commonly associated with completion of specialized training in the field of work. Sufficient experience to understand the basic principles relevant to the major duties of the position such as, the ability to read and interpret engineered plans/blueprints, and understanding of National State, and Local regulatory standards, procedures, and codes. As well as an understanding of erosion control BMPs (Best Maintenance Practices).

Associate degree or 2 years of course work at a trade or vocational school in inspection preferred; ICC Residential and/or Commercial Building Inspector Certification preferred; Three (3) years of experience in inspections, or related field; possession of a valid State of Georgia driver's license (Class C) and a satisfactory motor vehicle record (MVR); equivalent combinations of education and experience. Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted. Should have the ability to edit and write documents and have basic computer knowledge and skills. Experience in progressively responsible positions in local government administration, public contact, data processing, and supervisory experience.

License and Certifications: Valid State Driver's License; First Aid/CPR & AED certification within one year after hire. Ability to obtain the appropriate state certification(s) for residential and commercial building inspections.

Knowledge, Skills, and Abilities

Interpersonal Communication: Requires the ability to speak and/or signaling people to convey or exchange information.

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in the absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information to explain procedures and to follow verbal and written instructions.

Motor Coordination: Requires the ability to coordinate hands and eyes using automated office equipment.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. The applicant needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear.

Mental and Physical Abilities to Read and comprehend simple instructions; converse with co-workers and the public; use discretion and insight in carrying out City business; to stand, stoop, balance, kneel, crouch, walk, reach, and lift and move 20 lbs and/or more as needed; maintain teamwork, problem solve, and communicate interdepartmentally.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and the requirements of the job change.