

**FORSYTH COUNTY**

Personnel Services Department
110 East Main Street, Suite 230
Cumming, GA 30040

<http://agency.governmentjobs.com/forsyth/default.cfm>

**INVITES APPLICATIONS FOR THE POSITION OF:
Chief Building Official**

An Equal Opportunity Employer and Drug Free Workplace/Excellent Benefits

SALARY

\$69,155.00 - \$91,630.00 Annually

OPENING DATE: 10/12/22

CLOSING DATE: 11/14/22 11:59 PM

POSITION INFORMATION:

The purpose of this classification is to provide management within the Department of Building and Economic Development. The Building Official provides technical expertise to management and has final authority in the County regarding the interpretation of and compliance with all building codes and development regulations in the County.

JOB SUMMARY

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and selects new employees; and responds to and resolves employee problems and customer complaints;

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; ensures that inspections and plan reviews are completed in a timely manner according to department standards; confers with assigned staff, assists with complex/problem situations, and provides technical expertise; develops work schedules to ensure adequate coverage; and reviews/approves time sheets and leave requests.

Ensures staff compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Interprets, applies, and enforces the provisions of standard building codes, electrical codes, plumbing codes, mechanical codes, fire prevention codes, life/safety codes, energy codes, handicapped accessibility codes, and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches code-related issues in code books as needed; initiates any actions necessary to correct deviations or violations; and issues decisions regarding the County's official interpretation of building codes and standards.

Serves as a liaison between the department and the development community: responds to questions regarding codes, procedures, and other inquiries; and attends meetings of the builders' association; provides information and technical assistance concerning code interpretation, code requirements, plan reviews, building inspections, code violations, and related issues; discusses problem areas with property owners, developers, contractors, engineers, and architects; responds to complaints and questions related to division operations, activities, and employees; responds to questions or complaints concerning code violations or potential contractor violations; researches problems/complaints and initiates solutions to problems; provides information and technical expertise to other staff members.

Coordinates the administrative management of the division: develops and implements long and short term plans, goals, and objectives for the division; evaluates efficiency and effectiveness of division operations, methods, procedures, and use of resources; implements improvements as needed; develops and implements division budget; monitors expenditures to ensure compliance with approved budget; coordinates vehicle maintenance; and coordinates division work activities with those of other divisions, other departments, contractors, outside agencies, or others as needed.

Oversees and assists as needed with site inspections of residential/commercial buildings and industrial properties (including construction work, remodeling work, building systems, and premises) for compliance with applicable codes, specifications, and approved construction plans; monitors activities for the proper use of enforcement mechanisms such as stop work orders, warning notices, etc.; monitors activities involving failed inspections and issuance of violation notices and stop work orders; oversees follow-up inspections; coordinates and participates in prosecution of violators in court.

Oversees and assists as needed with review of building plans, site plans, plan revisions, specifications, previous inspection records, or other documents to ensure compliance with applicable codes.

Oversees preparation and maintenance of accurate records of department activities, plan reviews, inspections, and other documentation.

Conducts inspections as necessary to assist with the workload in the division: inspects construction methods and materials for compliance with code; verifies contractor licensure and proper permitting of construction work; inspects existing buildings for safety and use issues; identifies code violations, deficiencies, hazardous conditions, structural failures, or improper uses; explains violations, recommends corrective actions, and advises of changes required for code compliance; issues warning notices, violation notices, or stop work orders as appropriate; and issues Certificates of Occupancy or Certificates of Completion for approved construction work.

Investigates complaints against contractors, developers, property owners, building tenants, or other individuals regarding defective construction, unsafe buildings, unlicensed or non-permitted construction, or other issues; researches complaints, initiates appropriate corrective action, and records results of investigations.

Prepares or completes various forms, reports, correspondence, logs, inspection/re-inspection requests, route sheets, inspection reports, Certificates of Occupancy, Certificates of Correction, warning notices, violation notices, stop work orders, drawings, vehicle maintenance records, or other documents.

ADDITIONAL FUNCTIONS

This classification is designated as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Performs general/clerical tasks, which may include answering telephone calls, sending/receiving faxes, making copies, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed; performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in general building construction, construction trades, and a variety of building inspection specialties; supplemented by five (5) years of progressively responsible experience that includes general building construction, construction trades, building plan review, code enforcement/interpretation, and a variety of building inspection specialties, to include lead work or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

- Must possess and maintain ICC certifications as a Certified Building Official, C8 Combination Inspector, and Building Plans Examiner.
- Must possess and maintain a valid Georgia drivers license.
- Possession and maintenance of ICC certification as a Master Code Professional highly preferred.

SUPPLEMENTAL INFORMATION

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://agency.governmentjobs.com/forsyth/default.cfm>

Job #02555
CHIEF BUILDING OFFICIAL

OR
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