



# JOB OPENING

## Troup County Government

<b>Position:</b> Building Official	<b>Department:</b> Community Development	<b>Salary:</b> \$51,482.08/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, Troup County Codes and Ordinances and enforcement therewith. 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 related field; must have budgeting experience
- ⇒ Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted
- ⇒ Experience sufficient to interpret complex and/or technical documents, develop written or oral analysis to present justification of analysis and recommendations
- ⇒ Knowledge of principles, procedures, processes, terminology and practices of residential and commercial construction and of building materials and quality standards
- ⇒ Knowledge of principles of supervision, training and employee management
- ⇒ Knowledge of computers, Microsoft Suite and job-related software programs
- ⇒ 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 budget development and management
- ⇒ Skill in effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving
- ⇒ 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 Community Development Director 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
- ⇒ Investigates and answers complaints regarding safety, non-permitted construction activities, non-permitted business licenses, violations of codes and ordinances
- ⇒ Assists in annual operating budget preparation, revenue tracking and accounting and administration; monitors departmental expenses to ensure budgetary compliance
- ⇒ Works with architects, engineers, contractors and owners to ensure compliance with the Georgia state minimum standard building codes and accepted engineering practices
- ⇒ Supervises personnel responsible for performing building, plumbing, mechanical and electrical plan reviews and inspections
- ⇒ Assists in the management, supervision, coordination, and monitoring of County Code Enforcement, Building Department functions and Community Development Department office operations
- ⇒ Conducts on-site inspections of buildings, electrical, mechanical and plumbing work performed by contractors or owners
- ⇒ Applies technical knowledge and follows proper inspection techniques and procedures regarding the examination of workmanship and materials
- ⇒ 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
- ⇒ 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
- ⇒ 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
- ⇒ Prepares monthly and annual activity reports regarding permits, inspections, licenses, code enforcement, and all metrics deemed necessary to complete special projects assigned
- ⇒ Performs all other related duties as assigned

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

Job #: 12172021 Building Official

Grade 21

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

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