

**City of Centerville
Job Description**

Job Title: Building/Code Inspector

**Department: General
Government**

FLSA Status: Non-Exempt

Reports to: Utilities Superintendent

Revision Date: 09/2025

JOB SUMMARY:

To inspect buildings and structures during construction, repair, and alteration to ensure compliance with applicable state, county, and city regulations and building codes as well as specifications and plans. To monitor issuance of permits and to assist in enforcing environmental, health, and safety regulations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Review plans for and inspects buildings and structures for compliance with building code regulations.
- Checks methods of construction and quality of materials to ensure adherence to specifications and plans prior to approving issuance of permits.
- Issues certificates of occupancy for residential and commercial structures.
- Supervises issuance of building, plumbing, electrical, and other permits and periodic inspections as required by city ordinances.
- Cites deficiencies and rechecks to make sure corrections have been made.
- Maintains records and reports.
- Assists in the enforcement of environmental regulations including soil and sedimentation control, erosion control, wetland restrictions, waste disposal, or other possible environmental pollutants.
- Ensures that land usage and buildings conform to health and safety as well as zoning regulations.
- Advises the public and contractors concerning building, electrical, plumbing, and other regulations concerning construction.
- Develops and maintains building inspectors Standard Operating Procedures handbook.
- Works with the City Marshall to ensure code and ordinance enforcement of zoning, subdivision regulation, environmental, litter debris, control of junk or abandoned vehicles, control of overgrown vegetation, and State minimum standards enacted pursuant to applicable city code section(s).

- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of building, electrical, mechanical, plumbing, sewer, and related codes as well as basic principles and techniques of building inspection.
- Knowledge of all applicable city ordinances.
- Knowledge of geography within the City of Centerville.
- Skill in evaluating complexities of structures to ensure safe construction.
- Skill in dealing with persons of different backgrounds.
- Skill in carrying out inspections.
- Ability to review and understand plans for homes, subdivisions, and commercial businesses.
- Ability to inspect the various components of building construction.
- Ability to maintain appropriate records of all inspections conducted.

MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Building Inspector/Code Enforcement Officer shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or its equivalent. Additionally, the incumbent should possess a minimum of three years of experience in building trade construction and two years as a municipal, state, or county building inspector, OR five years of experience as a municipal, state, or county building inspector. An Associate's Degree in Building Inspection Technology is desirable and may be substituted for two years' experience in progressively responsible utility positions including supervisory experience. An International Conference of Building Officials Inspector's Certificate is desirable. The incumbent must possess or have the ability to obtain a valid Georgia Driver's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

The Building Inspector/Code Enforcement Officer has no supervisory responsibility. The Building Inspector/Code Enforcement Officer reports directly to the Utility Superintendent.

TRAVEL:

The Building Inspector/Code Enforcement Officer may be required to travel to meetings held throughout the state in order to maintain certifications and to attend continuing education functions. The Building Inspector/Code Enforcement Officer must possess and maintain a valid driver's license and must have access to reliable transportation. The Building Inspector/Code Enforcement Officer may be required to attend meetings that occur during the evenings, and/or during the early morning, or during off-duty hours.

GUIDELINES:

The Building Inspector utilizes regulations and data set forth in accordance with the City of Centerville Personnel Manual, City Council guidelines, International Building Code Books for 1 & 2 family dwellings, International Mechanical Book, the Americans with Disabilities Act Handbook, Georgia Storm water Management Manual, and the International Energy Code Book.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and other documents. Ability to speak effectively to transfer information from one source to another. The incumbent must also be able to inform individuals of laws and procedures in a non-threatening manner. Requires the ability to function in a capacity for a major organizational unit requiring significant internal and external interaction. Requires the ability to utilize a wide variety of references, descriptive, and/or advisory data and information.

MATHEMATICAL SKILLS:

Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematic operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

COMMUNICATION SKILLS:

Must be able to communicate orally and in written form in order to give or obtain information and provide service. Contacts are typically made with the general public, other city employees, contractors, vendors, state and federal entities, and others.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with unique problems in non-standardized situations. Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies, and/or methods to meet unique or unusual conditions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, sit, stoop, bend, lift, or carry objects. The employee must be able to lift and/or move heavy objects up to and exceeding 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The work environment is both indoors and outdoors where exposure to a variety of elements exists. Some tasks may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substance.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ *Date:* _____

Supervisor's Signature: _____ *Date:* _____