



## Assistant Building Safety Director Building Safety

BS/2-418

### JOB SUMMARY

This position is responsible for assisting in directing the operations of the Building Safety Department.

### MAJOR DUTIES

1. Supervises and coordinates the plans examination, inspection, and administrative operations of the department; determines work procedures and assigns duties.
2. Establishes and supervises the completion of department and individual goals.
3. Assigns and maintains street addresses in the unincorporated county as required.
4. Prepares annual budgets for review.
5. Approves payment for department expenditures.
6. Coordinates operations with other county departments to ensure compliance with county-wide policies.
7. Provides technical and application support for permitting, inspections, and plan review software.
8. Prepares department bi-weekly payroll.
9. Renders code interpretations.
10. Researches and implements systems/operations to provide for efficient and cost-saving services.
11. Participates in the investigation of complaints of new and existing structures to determine appropriate course of action or referral.
12. Participates as required in court cases involving complaints, stop-work orders, enforcement actions, etc.
13. Prepares agenda requests for BOC approvals or updates; attends BOC meetings.
14. Orders and maintains department inventory.
15. Updates the department website.
16. Develops industry, state, and local relationships.
17. Conducts training classes for the general public, state, and local agencies, and contractors on new codes, systems, or other items.
18. Supervises and participates in the documentation and maintenance of records of plan reviews, inspections, actions taken, and regulatory effects.
19. Enforces various construction codes and amendments.
20. Meets with design professionals, developers, contractors, property owners, and others regarding technical interpretations, application of codes, and policy matters.
21. Examines or supervises the examination of residential and commercial plans, specifications, calculations, and related documentation for conformance to codes, ordinances, regulations, plans, specifications, and standards.
22. Supervises and participates in professional level inspections of new, existing, damaged, and demolished residential and commercial structures for conformance to codes, ordinances, regulations, plans, specifications, and standards.
23. Prepares or supervises the preparation of written reports and correspondence.
24. Issues or causes issuance of correction notices, notices of violations, and stop work orders.
25. Supervises or participates in the assessment of damage to residential and commercial structures from disasters caused by fire, flood, tornado, vehicular impact, civil disorder, acts of terrorism, or other natural or man-made events to determine immediate hazards that jeopardize public safety, health, and general welfare; the extent of damage; the necessity to evacuate or condemn the structure; the necessity to disconnect or authorize reestablishment of utilities; what permits will be required; and whether plans are necessary.
26. Develops and maintains knowledge of construction technology, methods, and materials; updates code knowledge through regular continuing education; develops and conducts training in areas of expertise; participates in professional development activities.
27. Monitors technical developments and legislation related to new materials, methods of construction, and code enforcement.
28. Proposes and implements procedural and/or ordinances changes as necessary.
29. Hires, assigns, directs, supervises, evaluates, and disciplines personnel.
30. Performs other related duties as assigned.

## **KNOWLEDGE REQUIRED BY THE POSITION**

1. Knowledge of standard management and supervisory practices.
2. Knowledge of laws, ordinances, construction codes, policies, standards, and regulations related to the job.
3. Knowledge of computers and job related software programs.
4. Knowledge and skill to perform all subordinate jobs as necessary.
5. Skill in the safe operation of a motor vehicle.
6. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
7. Skill in public and interpersonal relations.
8. Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The Building Safety Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include the county code, the Policy and Procedures Manual, the Administration Manual, the zoning ordinance, Georgia Model Manufactured Home Installation Guidelines, the Wood Frame Construction Manual, manufacturers' installation instructions, the county employee handbook, Department of Community Affairs Amendments, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management, supervisory, and technical duties. The volume of work to be completed contributes to the complexity of the position.
- The purpose of this position is to assist in directing, administering, managing, planning, and organizing the operations of the department. Success in this position results in the enforcement codes and amendments.

## **CONTACTS**

- Contacts are typically with co-workers, attorneys, court personnel, elected and appointed officials, developers, contractors, homeowners, department heads, environmental health professionals, fire and emergency personnel, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Senior Building Inspector (1), Building Inspector III (1), Building Inspector I (1), and Permit Technician (2).

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia

Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

#### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

#### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

#### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of a valid Georgia State Driver's License for the type vehicle being operated.
- Possession of a valid/current certification from the International Code Council (ICC) as a Residential Combination Inspector; Commercial Building Inspector; Building Plans Examiner; (Electrical, Mechanical, or Plumbing) Plans Examiner; AND
- Possession of two additional valid/current Commercial Inspector certifications from ICC in any of the following disciplines; Electrical, Mechanical, Plumbing or the ability to obtain same within two years of employment.
- Maintains required CEU's to keep ICC certifications current.