

TITLE: Permits and Inspection Director

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DEPARTMENT: Permits and Inspection, Fayette County

JOB SUMMARY: This position is responsible for directing the operations of the Permits and Inspections Department.

MAJOR DUTIES:

- o Directs, administers, manages, plans, and organizes the operations of the Permits and Inspection Department, including permit services, plans examination, and building inspection.
- o Establishes department goals, objectives, policies, and procedures.
- o Enforces various adopted construction codes and amendments.
- o Coordinates operations with other county department to insure compliance with countywide policies.
- o 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.
- o 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.
- o Supervises and participates in the documentation and maintenance of records of plan reviews, inspections, actions taken, and regulatory efforts.
- o Prepares or supervises the preparation of written reports and correspondence.
- o Issues or causes issuance of correction notices, notices of violations, and stop work orders; inputs results into electronic database.
- o Supervises or participates in the investigation of complaints of new and existing structures to determine appropriate usage and if hazardous or life safety conditions exist; interviews persons regarding complaints; works with County Attorney and staff to prepare cases of violations; testifies in court as required.

- o 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 or 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.
- o Renders code interpretations.
- o 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.
- o Researches and implements systems/operations to provide more efficient and cost saving services.
- o Monitors technical developments and legislation related to new materials, methods of construction, and code enforcement.
- o Proposes and implements procedural and/or ordinances changes as necessary.
- o Meets with design professionals, developers, contractors, property owners, and others regarding technical interpretations, application of codes, and policy matters.
- o Oversees the preparation and administration of the annual budget.
- o Hires, assigns, directs, supervises, evaluates, and disciplines personnel.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of laws, ordinances, construction codes, policies, standards, and regulations related to the job.
- o Knowledge of computers and job related software programs.
- o Skill in interpreting complex information and in conveying it to others in a accurate, complete, and understandable manner.

EXEMPT/HIPAA/IWE

- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Community Development Division Director assigns work in terms of division goals and objectives. The Director reviews work through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include county code, the Policy and Procedures Manual, Administration Manual, Zoning Ordinances, Georgia Model Manufacture Home Installation Guidelines, Wood Frame Construction Manual, manufacturers installation instructions, the county employee handbook, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

**COMPLEXITY:** The work consists of varied management, supervisory, and technical duties. The volume of work to be completed contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to direct, administer, manage, plan, and organize the operations of the department. Success in this position results in the enforcement of codes and amendments.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, attorneys, court personnel, elected and appointed officials, developers, contractors, electricians, homeowners, department heads, environmental health professionals, fire and emergency personnel, and members of the general public.

**PURPOSE OF CONTACTS:** 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:** 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.

**WORK ENVIRONMENT:** 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 Assistant Permits and Inspection Director (1), Plans Examiner (1), Senior Building Inspector (1), Building Inspector III (2), Building Inspector I (3), Office Manager (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

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.

- o Possession of a valid/current certification from the International Code Council (ICC) as a Residential Combination Inspector; Commercial Combination Inspector; Building Plans Examiner; (Electrical, Mechanical, or Plumbing) Plans Examiner; Certified Building Official (CBO) or ability to obtain a CBO within two years of employment.