



VACANCY ANNOUNCEMENT

Position: Building Official (FT)
Hourly Pay Rate: \$25.66/hrly
Posting Date: June 11, 2024

Department: Planning & Development
FLSA Status: Non-Exempt
Closing Date: Open Until Filled

Job Summary:

This position is responsible for building permits, inspections, and records management throughout the county to ensure compliance with standard codes and state law.

Major Duties:

- Inspects new residential, commercial, and industrial construction in the county, including inspecting building foundations, framed structures, and finished structures for safety and compliance with standard codes.
- Locates non-permitted construction and other violations of codes during travels of city streets and county roads; issues stop-work orders when warranted.
- Maintains permits and building inspection records as required by County policy and state law.
- Advises the Director on improvements in the building permit and/or inspection process.
- Responds to general inquiries from contractors.
- Interprets and explains building codes and regulations to builders, contractors, and homeowners.
- Reviews standard building, electrical, plumbing, mechanical, gas, fire prevention, and other codes to remain abreast of code changes.
- Enforces erosion and sedimentation control ordinances.
- Reviews building and development plans for compliance.
- Prepares reports and maintains inspection records.
- Conducts contractor training classes.
- Attends conferences and training classes to maintain current knowledge base.
- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:

- Possession of a high school diploma or equivalent.
- Three to five years of experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.
- Or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.

The successful candidate must complete a Background/Reference Check and Pre-Employment Drug Screening prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.

Habersham County is an Equal Opportunity Employer.