

City of Americus, GA



Title: Chief Building Official

Class Code: 2206

JOB DESCRIPTION

General Description:

The purpose of this position is to act as the main enforcing officer of the Georgia Building Code, as mandated by State Statute, and other applicable codes and standards. Work includes the interpretation of and recommendations for changes in legal provisions governing the construction and use of buildings.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Planning, budget, organize, direct and coordinate the Division's plan review process, issuance of building permits and certificates of occupancy through division supervisors, and in coordination and cooperation with City zoning, fire and engineering personnel.
- Exercise considerable initiative and independent judgment when working effectively with City, intergovernmental, elected and appointed officials; outside attorneys, contractors, architects and engineers; and the public.
- Administer a comprehensive building services program, including plans examination, code interpretation, and the field inspection of all construction, erection, repair, alteration, removal, and demolition of buildings and structures to assure compliance with City, County, State and Federal codes and regulations.
- Establish and retain files and records on property descriptions, building permits, notices, certificates of occupancy, inspections, test results, building code regulations, and all other applicable laws and regulations; receive requests for information of a technical and historical nature, and provide replies concerning records and operations, board actions, court actions, and other Division activities.
- Direct and supervise professional, technical and clerical employees in conducting aspects of work relating to plans examination, permitting, licensing, inspection activities, preparation and maintenance of records and reports and employee training and development.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Construction, Architecture, Engineering, Communication or closely related field; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

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Physical Demands:

Performs light work that involves walking or standing most of the time and involves skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to extreme heat and/or cold; wet or humid conditions.

Special Certifications and Licenses:

Requires a Master Code Professional certification or Certified Building Official from the International Code Council.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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