

**Lincoln County is seeking qualified individuals for the position of Building official and Chief Code Enforcement officer. Applicants can pick up application at 182 Humphrey Street, Lincolnton, Georgia 30817. Please submit applications to the address listed above. You can contact Roby Seymour at 706-359-5523 with any questions.**

### **Job summary**

Under general supervision from the Director of Planning and Zoning, performs supervisory and administrative duties in planning and coordinating the operation of the Code Enforcement Office, which includes complex technical duties in enforcing construction codes to insure public safety and health. Performs and provides support to other office personnel and inspectors during field inspections and enforcement of county code provisions (such as animal regulations, zoning matters, business license, and building codes) and land use laws pertaining to public welfare, safety, public nuisance, property maintenance, solid waste and structure design; explains regulations relating to state building codes, county code provisions including zoning, land use, planning, ADA access and related codes to the public; and performs related work as assigned.

### **Minimum requirements**

#### **Certification and Training**

Must have minimum High School Diploma or GED equivalent (some college preferred);

Must have current possession of Code Enforcement Certification through Georgia Association of Code Enforcement (or equivalent organization) or ability to obtain;

Must have Considerable knowledge of the Building, Mechanical, Plumbing, Electrical and Energy Code;

Must have Considerable knowledge of current building construction methods, materials, tools and equipment;

Must have knowledge of principles, practices, and methods of enforcement of codes and regulations;

Must have working knowledge of office computer software (i.e., Word, Excel, etc.);

Must have ability to communicate via two-way radio effectively;

Must have a valid Georgia Class C driver's license.

#### **Knowledge of:**

Building, Mechanical, Plumbing, Electrical and Energy Codes, in conjunction with a considerable knowledge of current building construction methods, materials, tools and equipment.

City, county, state and federal laws and regulations pertaining to land use, zoning, building permits, building codes, property maintenance, health, public safety and welfare, animal regulations, disabled access and public nuisance; methods, procedures and techniques used in the identification, interpretation and enforcement of a wide variety of code violations; principles and methods of research and investigation related to code enforcement; effective public relations practices; evidentiary requirements for courts of law; applicable state and federal regulations regarding disabled access.

**Ability to:**

Interpret building plans, sketches, specifications and drawings; excellent interpersonal skills; ability to work calmly in stressful situations and ability to handle difficult people with tact and diplomacy and dignity.

Detect hazards and violations and detail what the Codes require during field inspection work; ability to enforce regulations with firmness, tact and impartiality in field inspection work; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees; other departments, contractors, builders and the general public; ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress.

Recognize conditions that constitute code violations in the unincorporated area of Lincoln County; use effective inter-personal techniques to interact with citizens and the public when explaining County health, public safety, zoning/land use codes and permit requirements; analyze potential code violations accurately and adopt effective resolution processes. Research and interpret land use, zoning, planning and construction-related codes and prepare comprehensive reports and deliver oral and written presentations; carry out duties with a minimum of supervision.