GARRETT COUNTY GOVERNMENT
JOB DESCRIPTION

JOB TITLE: Code Inspector I
DEPARTMENT: Community Development
DIVISION: Planning and Permits
REPORTS TO: Assistant Director of Planning
FLSA STATUS: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY:

Inspects new construction and remodeling projects for compliance with the Garrett County Building Code and other codes and regulations adopted by the County. The inspector also conducts inspections of stormwater management controls.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Inspects new construction and remodeling projects for compliance with building codes. This includes inspecting footings, foundations, framing, insulation, and final inspections for occupancy approval.
- Maintain a thorough knowledge of all adopted building codes and stormwater regulations and stay abreast of code changes.
- Maintain a working knowledge of construction techniques and materials.
- Maintain records of all inspections and correction notices in permit databases.
- Conducts inspection of stormwater controls and triennial stormwater inspections.
- Respond to questions from the public and contractors.
- Collaborate with staff on potential changes to the County Building Codes.
- Other duties may be assigned as required.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

- High School diploma or equivalent.
- Experience in the construction industry including construction supervision, code administration, codes enforcement or building inspections.

Knowledge, Skills, and Abilities:

- Knowledge of construction techniques, designs, and materials.
- Knowledge of building codes and the ability to interpret and apply the regulations to residential, commercial, and industrial projects.
- Knowledge of the practical application of County ordinances, permitting processes, and associated State laws, particularly those related to stormwater management.
- Ability to read and interpret building & grading plans.
- Ability to manage data in a permit database.

- Ability to communicate clearly, both verbally and in writing with the public, contractors, and engineers.
- Ability to perform basic mathematical functions related to plans review.

Certificates and Licenses:

- Valid driver's license
- ICC certification is recommended.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In performing the duties of this position, it will be required to listen and communicate with supervisors and co-workers. No strenuous physical demands are essential to perform the tasks of this position, however, the ability to climb over, around and on structures to conduct inspections on a construction jobsite is required.
- Position requires primarily field work, in all kinds of weather, covering the whole County.