

December 2015

## COUNTY BUILDING INSPECTOR

### DEFINITION

Under the direction of the Hall County Board of Supervisors, the County Building Inspector interprets building, plumbing, and electrical codes and zoning regulations, inspects lands, buildings and building construction for conformity to laws and regulations. Interprets and administers regulations governing land application of paunch manure. And responds to public inquiries regarding any of the above including land use complaints.

### ESSENTIAL FUNCTIONS OF THE JOB

The Building Inspector is responsible for interpreting all zoning and building code regulations and issuance of permits; conducts all types and phases of building inspections, including footing, framing, structural and occupancy; plumbing and electrical inspections; coordinates with other departments to insure compliance with all zoning and building codes and regulations; reviews site and building plans and checks that buildings are constructed in accordance with approved plans and specifications; checks quality of materials and methods of construction; performs inspections of existing buildings for hazardous conditions, structural failures, or improper use; approves final inspection certificates; provides information to builders and others regarding zoning and building regulations; issues demolition, building, sidewalk, sign and driveway culvert permits and testifies in court on code violation cases; is responsible for all regulations, issuance of permits, and inspection of sites and facilities; informs the public both orally and in writing regarding building, zoning regulations. The Building Inspector is required to enforce all Hall County Zoning Regulations. In addition performs related work as required.

### ADDITIONAL EXAMPES OF WORK PERFORMED

The County Building Inspector must demonstrate the use of a computer to assist in issuing permits, monitoring inspections, and maintaining inspections and permit records. And will be required to use level, tape measure and similar tools.

## REQUIRED KNOWLEDGE AND ABILITIES

The Building Inspector must possess a working knowledge of building construction methods and materials; have knowledge of uniform building codes and local laws regulating building construction, including electrical and plumbing codes; have the ability to read and interpret building plans and specifications and to enforce their application; must have the ability to prepare reports and keep records; have the ability to read and interpret county resolutions governing land application of paunch manure and to enforce their application; have the ability to physically negotiate and inspect all types of construction sites and farm sites and the ability to communicate orally and in writing.

## MINIMUM QUALIFICATIONS/ DESIRABLE QUALIFICATIONS

It is desirable that the Building Inspector has completed a course in building construction and has a minimum of three to four years responsible experience in the building trade or related field. Certification as an inspector by one of the standard agencies, such as IAMPO or ICBO is required by the County within the first 12 to 18 months of employment.

## CONDITIONS OF EMPLOYMENT

The County Building Inspector must possess a valid driver's license; must have the ability to physically negotiate and inspect all types of construction sites and farm sites; must have the ability to communicate both orally and in writing.

**Hall County**  
**Equal Employment Opportunity Employer**

**Application for Employment**  
This application is good until the position is filled.

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**Hall County** assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

**FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.**

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time  Part-Time  Regular  Temporary

Have you ever been employed here before?  Yes  No If yes, give date: \_\_\_\_\_

Have you filed an application here before?  Yes  No If yes, give date: \_\_\_\_\_

Applicant's Name (Last, First, Middle Initial): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date Available for Work \_\_\_\_\_

How did you learn about the job you have applied for? (Be specific as to the source.) \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

This position is subject to a veterans preference. Are you eligible for and requesting a veterans preference?  Yes

(A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.)

## EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
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Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
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Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	

**EDUCATION/SKILLS RECORD**

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12

College: 1 2 3 4 5 \_\_\_ Did You Graduate? \_\_\_Yes \_\_\_No

Post- High School	Name of School	From	To	Major	Degree Type
College/University					
Graduate School					

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- Typing                       Word Processing                       Data Entry                       PC/Computer Terminal  
 Calculator/Adding Machine     Dictation Equipment                       Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

**LICENSES AND CERTIFICATES**

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed                      From:                      To:

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**APPLICANT'S STATEMENT**

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These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy. I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

**Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Hall County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Hall County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.**

**SIGN HERE**

\_\_\_\_\_  
Applicant's Signature (Use Ink)

\_\_\_\_\_  
Date

**NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**