

Columbus Consolidated Government**Chief Inspector - G127 Inspections & Codes**

SALARY	\$2,401.53 Biweekly \$62,439.81 Annually	LOCATION	Columbus, GA
JOB TYPE	Full-Time Regular	JOB NUMBER	2025-00000047
DEPARTMENT	Inspections and Codes Enforcement	DIVISION	Inspections and Codes
OPENING DATE	02/03/2025	CLOSING DATE	Continuous

Major Duties and Responsibilities

This position supervises the day-to-day operations of field officers engaged in the enforcement of building codes and city ordinances. This position also assists in the management of construction projects on City-owned facilities.

- Interviews, hires, trains, assigns, supervises, evaluates, and disciplines personnel; addresses complaints and resolves problems.
- Resolves disputes between Inspectors and contractors; Provides code interpretations to contractors.
- Prepares revisions to ordinances to improve the efficiency of operations regarding inspections, permitting, and enforcement of building codes.
- Serves as liaison between the division and the City Council, the Mayor, the City Manager, construction contractors, architects/engineers, non-profit agencies, and other special interest groups.
- Plans long-range goals, objectives, organizational structure, and overall direction for the division; develops, communicates, and monitors policies, procedures, and standards for the division; formulates objectives, provides guidance, and facilitates the automation of office procedures, activities, and records.
- Develops and recommends annual operating budget; monitors and administers approved budget; manages the purchasing and inventory control of equipment, supplies, and other materials; participates in the request for proposal process for the provision of contractual services; supervises lot clearing contractors; processes payments for lot clearing contractors.

- Writes detailed or technical reports of all findings, conclusions, and recommendations based on analysis and interpretation of data; drafts, reviews, or prepares legal instruments in preparation for amending various local ordinances.
- Provides information to government officials, the public, schools, civic clubs, and other organizations.
- Plans, oversees, and coordinates the training of all inspectors; ensures the correct interpretation of all local ordinances and state and federal laws governing code enforcement.
- Manages construction projects on City Facilities from concept development to construction completion.
- Coordinates construction projects with building occupants as well as other City departments such as Information Technology and Public Works.
- Processes contractor pay applications for City projects.
- Provides updates on construction projects to City Manager, Mayor, and other elected officials.
- Responds to citizens' and contractor complaints.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of management of building code personnel and procedures.
- Knowledge of the principles and practices of budgetary development and management.
- Knowledge of the principles and practices of building code enforcement.
- Knowledge of the principles of records management.
- Knowledge of standard business arithmetic.
- Skill in developing and implementing policies and procedures.
- Skill in problem-solving and decision-making.
- Skill in management and supervision.
- Skill in operating standard office equipment.
- Skill in oral and written communication.

Minimum Educational and Training Requirements

A bachelor's degree in architecture, engineering, construction management, or related field is required. Experience sufficient to thoroughly understand the work of subordinate positions and to be able to answer questions and resolve problems, usually associated with three to five years of experience or service. The successful applicant will be required to obtain Certified Building Official certification or Combination Inspector certification through the

International Code Council within 2 years of hire date. 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.

Physical Requirements

The work is typically performed while sitting at a desk or table. The employee must occasionally lift light objects.

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Climbing – ascending, descending ladders, stairs, ramps, requires body agility.
- Crawling – moving about on hands, knees, or hands, feet.
- Crouching – bending body forward by bending leg, spine.
- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Pulling - use upper extremities to exert force, haul or tug.
- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Standing – for sustained periods of time.
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.

The work is typically performed in an office, library, or computer room.

Benefits

The Columbus Consolidated Government is proud to offer an exceptional compensation and benefits package. Benefits include the following:

- Low-cost Medical Insurance
- Prescription Drug Plan

- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability
- Credit Union
- Direct Deposit
- 12 Paid Holidays
- Vacation Leave
- Sick Leave
- PERK Time Off
- Retirement Plan
- Supplemental Retirement Plan
- Free and Discounted Services
- Employee Assistance Program

Take advantage of these free and discounted City Services offered to all City Employees.

- Discounted Movie Tickets
- Free Notary Services
- Ride a Metra Bus for Free
- Free Mulch
- Free Fire/Safety Home Inspection
- Sunray Cleaners discounts
- Adopt a pet for Free from Animal Control
- Driver's Training for Employee Dependents
- Oxbow/Bull Creek Golf Course discounts
- River Center Discounts
- Cell Phone Carrier Discounts

Retirement Plan

The Columbus Consolidated Government offers a defined benefit retirement plan to eligible employees who work in General Government and in Public Safety. Employees in the pension plan must meet both age and years of service requirements to qualify for retirement. The current vesting period is ten

years, and the current pension contribution rate is 8% of your gross salary.

Supplemental Retirement Plan

The Columbus Consolidated Government offers a Deferred Compensation Plan or supplemental retirement plan that is tax deferred. This plan allows employees to contribute a portion of their salary, before federal and state taxes, to a retirement account. Your compensation is more than a paycheck, it allows you to plan for your financial future as well.

Employer

Columbus Consolidated Government

Address

City Hall
1111 1st Avenue
Columbus, Georgia, 31901

Phone

706-225-4059

Website

<http://www.columbusga.gov/HR>