**City of Dawson**

**Job Description:  Building-Fire and Code Compliance Specialist**

**Position Reports to: Fire Chief**

**Salary: $32k to 45k with Benefits and Overtime**

**Description:**

Under limited direction from the Fire Chief and the City Manager, this position is responsible for the interpretation, enforcement and administration of the State mandated fire and building codes, laws of the state, local ordinances and resolutions adopted by Mayor and Council.

**Essential Functions:**

Duties include but are not limited to; Building, plumbing, electrical, fire, energy, minimum housing standards, property maintenance, sign regulations, zoning and municipal code inspections.  Permitting of construction and development projects, review plans for compliance and inspects same.   Receives inspection request and complaint concerns of code violations.  Issues violation notices and notices of compliance as well as issuing citations for non-compliance for summonses to municipal court.  Inspect for fire and life safety violations, business licenses compliance and inspections, Certificate of Occupancy issuance and other duties as assigned.

Maintains an office for citizen access, receives telephone and computer messages.

Attends appropriate trainings and seminars to maintain certifications and licenses as approved.

Works in conjunction with all City and County departments as needed to ensure the City is sanitary, free of debris, litter and other unsightly materials.

Advise the City of laws and regulation changes related to code compliance, provide input when ordinances and resolutions are being considered to ensure compliance.

Prepare reports, maintain records and track compliance issues.

Prepare cases and act as witness for prosecutions in Municipal Court, prepare information and documents for City Attorney.

Provide citizen information as needed

**Qualifications, Knowledge, Skills and abilities:**

Comprehensive knowledge of the Construction and Fire Codes adopted by the State of Georgia Department of Community Affairs to include property maintenance and existing building codes.   Knowledge of construction methods and materials, plans reading and design standards.   Investigative techniques and procedures for legal routes to obtain compliance for code enforcement activities.   Ability to inspect commercial and residential properties for construction and compliance.   Communicate effectively in writing and orally with citizens, contractors, engineers, architects, legal personnel, city employees and developers.  Resolve conflicts, train, guide and direct interested parties through the City’s development standards and develop and maintain effective working relationships with individuals from a variety of ethnic and socio-economic backgrounds.   Incumbents must possess the physical and mental capacity to work under pressure and conditions described in the description and perform the duties assigned herein.

**Education/Experience:**

Bachelor degree or equivalent from an accredited college, university or vocational school and limited experience; or ten years of progressive experience and/or training in the construction, development, architectural, engineering field or other direct experience related to fire, building and code compliance; or equivalent combination of education experience and training.

**Special Requirements/Licenses and certifications:**

Position requires a valid Georgia driver license at time of hire.   In addition; possess or be able to obtain an International Code Council (ICC) Inspector certification related to Fire and or Building codes within 1 year of hire.  Possess or be able to obtain a certification from the Georgia Association of Code Enforcement (GACE) and or any licenses or certifications that are equivalent.   State Contractor licenses may serve as equal if knowledge and experience is evident.

**Work Environment:**

Works indoors, outdoors, exposure to hot and cold temperatures, humidity, dust, smoke, fumes. Gas, odors, mist, rain, uneven walking surfaces, changing work sites, vibrations and exposure to others.

**Physical Demands:**

Must be able to lift and carry up to 50 pounds

Must be able to squat, kneel, crawl, walk around uneven surfaces and climb a short ladder

Must have hand-eye and eye-foot coordination

**Work Schedule:**

Typical work schedule is a 40-hour week from 8am to 5pm Monday thru Friday.  Call-outs are possible and earlier or later appointments may be scheduled.   Special events may require weekend work or late evening assignments.   Court cases may require after hour attention.

*Take home vehicle assigned if candidate lives in Terrell County*