

BUILDING & CODES INSPECTOR

DEFINITION:

The Building & Codes Inspector is under the general direction of the Building & Codes Director. The employee is responsible for performing technical building inspection and plans examining work to enforce compliance with building codes, regulations and ordinances; researches new construction materials and methods; reviews plans for compliance with city, state and federal rules and regulations; and provides information to and works with the public to resolve issues.

BENEFITS

This is a full-time position with an hourly rate of \$19.54. The City provides a comprehensive benefits package.

EQUIPMENT/JOB LOCATION:

The employee will operate a computer, copier, and other modern office equipment. The employee will also operate a light duty vehicle. Work performed is both indoors and outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, and loud noises.

ESSENTIAL FUNCTIONS OF THE JOB:

The following duties are typical for this position. Employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Inspect residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
- Responsible for interpreting, explaining and enforcing Codes and Ordinances.
- Examine plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable city, state and federal construction codes, ordinances, rules and regulations; advises contractors/owners of changes required for code compliance.
- Notifies contractors, engineers, architects, subcontractors, and owners of code violations and discusses remedies for deficiencies.
- Confer with and provide information and assistance to architects, engineers, contractors, builders and the general public in the field and office; explain and interpret applicable codes, ordinances and zoning regulations.
- Inspect existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances.
- Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, routine plumbing, heating and electrical installations and a large variety of other complex and routine building system elements.
- Conduct inspections of swimming pools at construction sites for compliance with regulations; enforce state mandates as necessary.
- Must establish and maintain an effective working relationship with contractor, public and other employees.

- Ability to evaluate and make independent decisions.
- Ability, physically and mentally, to climb to different heights and function in close quarters for inspections.
- Respond to citizen complaints and concerns; serve due process letters to violators as necessary.
- Issue notices to comply on violations; maintains records of history of facts for possible legal actions.
- Log, route, track and process all incoming plans; responds to code and related questions in person and over the phone.
- Maintains files, records and reports regarding inspection and plan check activities and findings.
- In the absence of the Building & Codes Official, directs and supervises staff and performs administrative activities of the Department.
- Attend and participate in meetings; stay up to date of new trends and innovations in the field of building inspection and plans examination.
- Serve as the Building & Codes Official in his/her absence.
- Perform all other duties as assigned or required.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Investigates complaints of building or construction code or fire code violations.
- Assists in the preparation of proposed code changes.
- Consults with builders, contractors, engineers, and architects regarding Building Codes and State guidelines.
- Provides monthly reports regarding permits, fees, and violations.
- May supervise other staff.
- Any other tasks as may be necessary to accomplish the essential functions of the position as set to herein.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of construction techniques and contracting procedures.
- Skill in reviewing and interpreting plans and technical specifications.
- Knowledge of State and City building codes governing the construction and maintenance of buildings.
- Knowledge of basic plumbing, mechanical, and electrical functions.
- Knowledge of the geographic area of the City.
- Knowledge of the Federal Flood Plain Regulations.
- Ability to read and interpret maps, construction plans and blue prints.
- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations.
- Ability to enforce rules and regulations firmly, tactfully, and impartially.
- Ability to make math calculations.
- Ability to keep records and make operational reports.
- Ability to intermittently sit, stand and stoop.
- Ability to distinguish between shades of color.
- Work requires use of protective devices, such as, hard hats and work boots.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Current certification as Residential Building Inspector, Plumbing and Mechanical Inspector through the State of Tennessee. Non-certified individual must obtain certification within 1 year of employment. All certifications must be maintained during employment.
- Must possess a valid driver's license through the State of Tennessee.
- Graduation from a high school or equivalent. Additional education or technical training highly desired.
- Minimum 2 years' experience in building construction or inspection, including both residential and commercial construction is desired.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Building & Codes Inspector (FT) for the City of Shelbyville Building & Codes Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Signature

Date