

BUILDING INSPECTOR

GENERAL DESCRIPTION: Performs skilled and technical tasks conducting building and code inspections to ensure compliance to existing codes, ordinances and statutes. Work in this class involves responsibility of all ordinances and provisions of the Town building and mechanical codes, and zoning ordinances, to assure adherence to specified standards of materials, workmanship and safety, and for the enforcement of zoning and related ordinances. Supervision is received from the Operations Manager who reviews work through meetings and reports, and by the effectiveness of the inspection program. This position works closely with the Town Administrator to promote quality planning services. The incumbent participates on the Planning Commission and the Historic Zoning Commission.

ESSENTIAL FUNCTIONS OF THE JOB:

- Reviews applications and plans for construction permits;
- Determines fee for permits;
- Assists in site plan review process;
- Conducts site visits as part of the building inspection process;
- Appears and presents material before the Jonesborough Planning Commission, Board of Zoning Appeals and/or Historic Zoning Commission;
- Records and documents all building inspections and code violations;
- Provides information and assistance to the public, contractors or other employees;
- Prepares monthly report of activities;
- Maintains files and prepares reports as required;
- Documents interactions related to enforcement actions or plan reviews;
- Receives and reviews sign permits and advises Town Administrator;
- Conducts code enforcement inspections and field surveys;
- Works with Town Code Enforcement Officer to enforce town codes;
- Represents Town in court when building/code enforcement activities requires;
- Completes storm water site inspections in compliance with TDEC regulations;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of all types of building construction materials and methods, and stages of construction when possible violations and defects may be most easily observed and corrected; comprehensive knowledge of engineering as applied to designs of reinforced concrete, steel, timber and other structures, and skill in making complicated engineering and mathematical calculations, and the use of engineering devices and reference materials; thorough knowledge of town building and related codes, and zoning and related ordinances; thorough knowledge of civil engineering principles as applied to building and utility design; ability to read and accurately interpret plans,

specifications and blueprints; ability to make inspection of a variety of public residential, commercial and industrial buildings for conformance with town codes, ordinances, regulations and construction standards; good professional judgment.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED; at least five years of experience in construction, design or inspections of residential and commercial buildings as supervisor or contractor, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must be ICC certified in building, plumbing and mechanical, or be able to meet all State of Tennessee certification requirements. Must possess a valid driver's license issued by the State of Tennessee.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS

Physical Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions.

Sensory Requirements: Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 14
Exempt
November 4, 2021