

BUILDING CODES OFFICIAL

The City of East Ridge/Fire Rescue Codes Division is currently accepting applications for a full-time Building and Codes Inspector. Qualified applicants should be able to perform all activities related to ensuring compliance with building standards including plans review, inspections, and corrections of hazards and to enforce city codes and ordinances pertaining to the City's building and housing code. Recommended qualifications: five years experience in building inspection standards and plans review. A full job description may be viewed on the City's website. A completed city application and resume is required and will be accepted between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday; or mailed to Trish Perry, Human Resources, City of East Ridge, 1517 Tombras Avenue, East Ridge, TN 37412.

OPEN UNTIL FILLED

The City of East Ridge is an Equal Opportunity Employer

JOB DESCRIPTION
BUILDING INSPECTION – CODES OFFICIAL

DEFINITION

To plan, organize, direct and review the operations and activities of the Building Inspection Division; to assume responsibility for implementing all City activities related to setting and ensuring compliance with building standards including plan check, inspection and correction of hazards; to supervise and perform inspections; and to approve plans and specifications, as necessary.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the Fire Marshall/Codes Division Supervisor.
- Exercises direct supervision over technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, direct and coordinate the enforcement of laws and codes governing the construction of the new buildings or altering existing structures.
- Enforce housing codes and ordinances in existing buildings.
- Supervise and perform the review of building plans for conformance with the code provisions.
- Advise builders and homeowners on minimum standards of construction and materials.
- Perform inspections and assists staff in resolving technical questions relating to various code requirements.
- Establish system to ensure consistency within the department.
- Perform plan checks; perform energy plan checks.
- Confer with architects, contractors and others concerning building code provisions and construction methods.
- Resolve disputes between the City and contractors.
- Prepare complex reports, letters and newsletter.
- Make presentations to the City Council, commissions and other groups; explain division policies to the public, developers and builders.
- Prepare and administer the division budget.
- Develop and implement division goals, objectives, policies and priorities.
- Technical review and update Zoning Map.
- Technical review of subdivision regulations.
- Technical review and update Comprehensive Plan.
- Plan, program, direct and participate in all building service activities associated with setting and ensuring compliance with building standards.
- Establish and maintain liaison with appropriate government bodies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards.
- Advise the City Manager and other division heads on building service activities.
- Perform related duties as required.

RECOMMENDED QUALIFICATIONS

Knowledge of:

- All aspects of community development and their relationship to building inspection; International Building Code and other applicable state and federal codes.
- Principles, practices and methods associated with developing building standards, plan check and building inspection.
- Engineering principles, concepts and procedures as applied to building inspection.
- Construction methods and materials.
- Budget preparation and administration.
- Principles of supervision, training and evaluation.
- Public contact skills.

Ability to:

- Read, understand and interpret construction blueprints, plans and specifications.
- Inspect and analyze standard building construction and to identify code violations.
- Solve complex building inspection and code-related problems.
- Work effectively with builders, contractors and the general public.
- Supervise, train and evaluate assigned staff.
- Explain City practices and objectives to appropriate public and private agencies, organizations and individuals.
- Prepare analytical reports of a budgetary, technical and evaluative nature.
- Establish and maintain systems needed for control of work quality and quantity.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Stand, bend, sit kneel, lift, reach and move about quickly and safely in construction projects and business office work locations.
- Pick-up, manipulate, move, raise and lower heavy materials, equipment, and supplies; to climb ladders and scaffolding to heights of 30 feet; to climb onto, walk on and get off of roof structures; to get in and out of tight spaces within approved safety limitations.
- Absorb data, learn and apply procedures required to perform the full range of tasks required by typical duties of the class.

RECOMMENDED QUALIFICATIONS

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is;

Experience: Eight years of experience in building inspection, standards development and plan checking including six years of supervisory experience.

Education: High School diploma or GED supplemented by college courses in building construction/inspection and or engineering.

License or Certificate: Ability to obtain ICC certification for building inspector (residential and commercial), plumbing inspector (residential and commercial), mechanical inspector (residential and commercial), and electrical. Possession of State of Tennessee Department of Commerce and Insurance Codes Inspector Certification.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee in this job classification. Employee may be asked to perform job-related tasks other than those specifically presented in this description.

The city reserves the right to revise or change job duties as the need arises; this description does not constitute a written or implied contract of employment.

APPROVED BY MANAGEMENT

DATE: _____

Signature

Print Name

EMPLOYEE Receipt

DATE: _____

Signature

Print Name