

CERTIFIED BUILDING INSPECTOR/CODES OFFICIAL

The City of Millersville is accepting applications and resumes for a Certified Building Inspector/Codes Official. Salary DOE. Benefit package includes paid vacation, holidays, state retirement and health insurance. The complete job description and application are available on the City's website at www.cityofmillersville.com. Include cover letter with application and resume and send to City of Millersville, 1246 Louisville Hwy., Millersville, TN 37072. Deadline to apply is Wednesday, June 27, 2018. EOE

POSITION TITLE: BUILDING & CODES OFFICIAL
CLASSIFICATION: Building & Codes Enforcement Department
REPORTS TO: City Manager
FLSA STATUS: Non-Exempt
PAY GRADE: (\$40,000 - \$45,000)

SUMMARY:

Performs technical work in the review of building permit applications, building plans and the inspection of all phases of construction for compliance with adopted International Building Codes, City Ordinances, and other regulatory requirements; Oversight responsibility of Municipal Codes Enforcement; Performs related work as required. Work is performed in coordination with the Fire Chief, City Planner, Public Works Director and City Engineer under the regular supervision of the City Manager.

DISTINGUISHING FEATURES OF WORK:

An employee in this class performs technical and skilled work to complex inspections that ensure the uniform building, plumbing, and mechanical codes and standards are met for all construction activities in the City. This employee may also inspect for compliance with the adopted zoning ordinances and the municipal code, and state & federal regulations including stormwater and flood plain regulations. Supervises and directs Building Inspectors and Codes Enforcement Officers as needed.

ESSENTIAL FUNCTIONS OF WORK:

Receives, reviews, and processes building permit and other related applications.

Receives and reviews architectural plans, construction plans, permits, and specifications for conformity with regulatory codes.

Issues or denies building permits and other permits.

Schedules and performs field inspections of new construction, additions, remodeling and demolition of residential, commercial and industrial buildings. Determines that building, plumbing, mechanical systems, and site improvements, etc., conform to applicable codes, ordinances, specifications, and approved construction plans. Documents all inspections. Approves or denies certificates of occupancy or use.

Enforces building and permitting related codes and ordinances.

Performs stormwater inspections and investigations on construction sites and other properties as needed. Assists various city staff and consultants with stormwater management, enforcement, and reporting.

Issues warnings, notices of violation, citations, and stop work orders as required.

Inputs, maintains, and tracks all permit and other appropriate records, data, and information into computer software programs and system files in addition to paper files. Performs other related administrative activities as needed.

Directs and assists the Codes Enforcement Officer with City Code of Ordinances and City, State, and Federal Stormwater Regulations enforcement.

Interacts with and provides information and technical assistance to property owners, builders, contractors and others concerning permitting and code requirements. Establishes and maintains effective working relationships with the general public and employees.

Testifies to or makes reports about building department actions and activities in meetings and hearings as needed.

Prepares daily and monthly activity reports.

Performs related tasks as required.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of residential and non-residential codes, laws, and ordinances relating to the installation and systems of all the various specialty areas within Inspections (i.e., Building, Plumbing, Mechanical, and Plans Review).

Knowledge of the materials, methods, and practices used in installing, repairing, and maintaining systems for residential, commercial, and industrial projects.

Ability to read, interpret, apply, and explain construction plans, blueprints, specifications, and building codes; make mathematical calculations rapidly and accurately; use word processing and other related computer software programs.

Knowledge of and ability to enforce residential and non-residential codes and regulations firmly, tactfully, and impartially.

Ability to establish and maintain effective professional relationships with those contacted in the course of work as well as coworkers; work independently, organize and prioritize work.

Ability to communicate clearly and concisely, both orally and in writing with the general public; exercise good judgment in evaluating situations and making decisions; exercise initiative and make recommendations to management; communicate effectively with individuals from various socioeconomic, ethnic and cultural diverse backgrounds.

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, distinguish colors, and safely operate tools and equipment used in work.

Possess dexterity and fitness to sufficiently and safely operate, utilize and maintain tools and equipment used in work;

Have the ability to lift and carry about 50 pounds, though greater weights may, at sometimes be lifted, carried and/or placed; dexterity and fitness to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, and otherwise perform physical functions of the assignment.

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions but may be dirty or involve exposure to some other disagreeable element. Work is conducted in a normal office setting, in a vehicle, and at construction and other outdoor sites and residential/commercial locations. Noise level is moderate to loud, depending upon employee's location. Inspection sites can be dirty and cluttered with tools, construction material, and debris. An employee may be exposed to moving mechanical parts and typical hazards encountered when operating a vehicle. Employee may occasionally be exposed to airborne particles and fumes. Employee will frequently be exposed to building and construction activity. An employee will be exposed various weather conditions that occur within the locality.

TRAINING AND EXPERIENCE:

High School diploma or G.E.D. is required.

Possession of a Class D Tennessee State Driver's License with a good driving record.

Possession of a State of Tennessee Residential Building, Residential Mechanical Inspector and Residential Plumbing Inspector Certifications.

Possession of or the ability to obtain State of Tennessee Commercial Building Inspector, Commercial Mechanical Inspector and Commercial Plumbing Inspector Certifications within one (1) year of hire.

Possession of a State of Tennessee Stormwater EPSC Level I Inspector Certification or the ability to obtain the certification within six (6) months.

A minimum of 2 (two) years of experience in general building construction with knowledge of the mechanical and plumbing trades.

Ability to use Windows based computers and software. Knowledge of iWorQ permitting software a plus.

One to three years' experience as an inspector or related experience is preferred.

I acknowledge that I have read the foregoing and understand its content.

Employee Signature

Date

Print Employee Name

City Manager or Supervisor Signature