

TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: BUILDING INSPECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform responsible enforcement and investigative work in the inspection of all Town commercial, industrial, and residential properties.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Inspects buildings in the course of construction, alteration, and repair for compliance with several of various construction codes that may govern for conformity to existing code requirements.

Inspects the work of various tradesmen to ensure adequate conformity to the design at both the preliminary phases of construction, when the building framing is started and at the final stages.

Inspects all buildings and structures for compliance with building, electrical, plumbing, and/or HVAC code requirements.

Deals with contractors in making final inspections of construction to check overall code and regulation conformity to plans and takes necessary steps to correct violations.

Confers with other inspectors and owners of property relative to the interpretation and application of building codes and related laws, ordinances, and regulations and with respect to the correction of defects found.

Inspects existing dwellings and premises for compliance with Town codes and ordinances.

Types, prepares, or completes various forms, reports, correspondence, logs, lists, signs, receipts, notices, case files, subpoenas, legal orders, cost sheets, or other documents.

Receives various forms, reports, correspondence, affidavits, violation code books, law books, court guidelines, rules, regulations, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, audio/video recording equipment, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, calendar, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Investigates complaints regarding any Zoning or Building code violation.

Maintains file system of various department records: compiles documentation; prepares and sets up hardcopy files; sorts/organizes documents and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; packages and stores closed files; conducts records maintenance activities in compliance with guidelines governing record retention.

Conducts research of department files, court/legal records, database records, hardcopy materials, Internet sites, or other sources as needed.

Communicates with supervisor, employees, other departments, law enforcement personnel, court officials, court personnel, attorneys, defendants, the public, state/federal agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation and issues.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

Reviews plans to determine conformance with codes prior to issuance of building permits and ensures conformance with zoning and land use requirements.

Answers inquiries from the public regarding construction and land use and meets with property owners who are building fences, making structural improvements, etc., and reviews their construction or renovation plans.

Appears and testifies at legal proceedings, as needed.

May prepare periodic inspection reports.

Stays abreast of current nationwide, regional and building codes, ordinances and regulations.

Provides assistance to other employees, departments, Town officials and the general public in emergencies or other situations as needed.

Performs other related duties as required.

May attend Board of Mayor and Alderman meetings and other relevant government and business meetings, where appropriate, outside regular business hours.

MINIMUM QUALIFICATIONS

High School diploma or GED supplemented by technical or college level courses in building construction, electrical, mechanical, or structural engineering or related areas; and five (5) years experience in the building construction industry, skilled construction trades or in comparable code enforcement work, three (3) of which must be in the assigned area of responsibility i.e. electrical, plumbing, HAVAC, etc.; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid motor vehicle operator's license.

SPECIAL REQUISITES

Must obtain two (2) certifications from the International Code Council as a residential and/or commercial inspector in the assigned area of responsibility within twelve (12) months of employment and maintain certifications throughout employment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10 – 20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

APPROVALS

James Lewellen, Town Administrator

Tim Pendleton, Building Official

Jay Jeffries, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.