THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

6069    Experienced Combination Building Inspector
(Entry Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: $41,249 annually
PAY GRADE RANGE: $41,249 - $63,746 annually (Pay Grade 8)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: Monday, March 14, 2016.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- International Code Council Certification as a Commercial Building Inspector or equivalent (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- High school diploma or GED equivalent.
- A minimum of five (5) years experience in general building construction with general knowledge of the mechanical, plumbing and/or electrical trades.
- Possession of or ability to obtain a Class D Tennessee State Driver's License.
- Must possess the International Code Council Certification as a Commercial Building Inspector or equivalent.
- Must obtain State of Tennessee Building Inspector Certification within the probationary period.
- Must obtain State of Tennessee Mechanical Inspector Certification within two years of hire.
- Must obtain State of Tennessee Plumbing Inspector Certification within two years of hire.
- Registered with the State of Tennessee as Electrical Inspector within three years.
- Ability to become a Municipal Enforcement Officer (unarmed) within the probationary period.

EXAMINATION

The selection procedure for this position will consist of a Training and Experience Questionnaire 100%

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
POSITION DESCRIPTION

City of Knoxville

Class Title: Experienced Combination Building Inspector
Working Title: 
PCN: 
Incumbent: vacant
Created: 02/17/2016

GENERAL DESCRIPTION

Under general supervision, responsible for inspecting construction work for compliance with regulatory building, mechanical, plumbing and electrical codes. Responsible for interpreting and enforcing building, mechanical, plumbing and electrical codes; conducting comprehensive building inspections; consulting with building contractors; maintaining building inspection records; and maintaining good public relations with the citizens of Knoxville.

ESSENTIAL FUNCTIONS

Inspects residential work throughout city with regard to all of the various specialty areas within Inspections (i.e., Building, Plumbing, Gas/Mechanical and Electrical) and Commercial & Industrial Building Inspections.

Interprets the Building, Plumbing, Gas, Mechanical, and Electrical codes and keeps abreast of code modifications in applicable certification areas.

Prepares correspondence to homeowners, contractors, and others for needed corrective action based on field inspection results.

Confers with the general public and others (e.g., architects, engineers, contractors etc.) to explain codes and standards.

Examines specifications, blueprints, plans, permits, etc. for compliance with codes.

Testifies as necessary at legal proceedings regarding relevant issues and actions taken

Communicates effectively with other City employees, officials, contractors, and the public.

Issues stop orders, notices, and/or court citations

Keeps records and makes reports.

Performs related work as required.

MARGINAL FUNCTIONS

None indicated.

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, Gas, Mechanical, Electrical and Plans Review).

Knowledge of the materials, methods, and practices used in installing, repairing, and maintaining systems within area of assignment.

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.

Ability to enforce residential and non-residential codes and regulations firmly, tactfully, and impartially (i.e. Building, Plumbing, Gas, Mechanical and Electrical).

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

Ability to communicate clearly and concisely, both orally and in writing; exercise initiative recommendations to management; communicate effectively with individuals from various socioeconomic, ethnic and cultural diverse backgrounds.
PHYSICAL REQUIREMENTS

This position is rated for medium work, requiring the incumbent to exert up to 50 pounds of force occasionally, and/or 20 pounds (or less) of force frequently in order to lift/carry, push/pull or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses logic to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

High school diploma or GED equivalent.

A minimum of five (5) years of experience in general building construction with general knowledge of the mechanical, plumbing and/or electrical trades.

Possession of or ability to obtain a Class D Tennessee State Driver's License.

Must possess International Code Council Certification as a Commercial Building Inspector or equivalent.

Must obtain State of Tennessee Building Inspector Certification within the probationary period.

Must obtain State of Tennessee Mechanical Inspector Certification within two years of hire.

Must obtain State of Tennessee Plumbing Inspector Certification within two years of hire.

Registered with the State of Tennessee as Electrical Inspector within three years.

Ability to become a Municipal Enforcement Officer (unarmed) within the probationary period.

PREFERRED QUALIFICATIONS

The hiring authority may give preference to applicants who possess relevant International Code Council certifications.