



## City of Maryville

**Position Title:** Deputy Building Official

**Position Type:** Full-time; Exempt

**Salary:** Commensurate with experience.

**What we offer:** Excellent benefit package includes health, dental and vision insurance, life insurance, retirement pension with Tennessee Consolidated Retirement System, Section 457 plan, Roth IRA, and 24- hour access to onsite fully equipped fitness center. Accrual of vacation and sick leave upon hire.

**Closing Date:** Open until filled.

### **About This Opportunity:**

Performs difficult skilled technical and administrative work planning, coordinating, supervising and participating in building, electrical, mechanical and plumbing inspection activities, reviewing plans, issuing permits, maintaining records and files, preparing reports, and related work as apparent or assigned.

### **Essential Functions:**

- Oversees the daily operation of the building codes inspection team; performs code inspections and issues code permits.
- Assists the Building Official in directing the enforcement of construction codes ensuring that policies and procedures are adhered to, such as plan submittal, plan review, permitting, inspections, project approvals and coordinating enforcement with other City departments.
- Supervises assigned staff; schedules required training of code enforcement officers; completes employee evaluations; approves leave requests.
- Provides technical information and advice to architects, engineers, building owners, realtors and developers regarding renovation, repurposing or changing the occupancy of existing buildings.
- Issues certificates of occupancy and stop work orders in the absence of the Building Official.
- Reviews commercial plans for code compliance; manages and coordinates the building plan review process for City departments.
- Issues notices of violations and condemnations for unsafe structures.
- Meets with and acts as arbitrator between various professionals concerning technical requirements of codes, municipal ordinances and disputes over inspections.
- Assists in evaluating, composing, presenting and recommending code adoptions and other ordinances to Council for passage as law.
- Assists in performing member duties on the Blount County Emergency Management Local Planning Committee
- Assists in evaluating, composing, presenting and recommending code adoptions and other ordinances to Council for passage as law
- Performs technical inspections in the Building Inspector's absence.
- Performs the duties of the Building Official in the Building Official's absence.
- Prepares various reports; maintains files and records.

### **Knowledge, Skills, and Abilities:**

- Comprehensive knowledge of the principles and practices of building, electrical, plumbing, mechanical inspection;
- Comprehensive knowledge of building, construction, engineering and structural engineering principles and practices;
- Comprehensive knowledge of applicable codes, rules and regulations;
- Comprehensive knowledge in reading and interpreting architectural and engineering drawings;
- Comprehensive knowledge in preparing reports;
- Comprehensive knowledge in the use of standard office equipment and associated software;
- Ability to plan, direct and coordinate the various phases of inspection services;
- Ability to plan and supervise the work of subordinates;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to make arithmetic computations;
- Ability to compute rates, ratios and percentages;
- Ability to perform algebraic calculations;
- Ability to establish and maintain effective working relationships with associates, government officials and the general public.

### **Education and Experience:**

Associates/Technical degree with coursework in architecture, engineering, or related field and extensive experience in engineering, construction, architecture, code enforcement administration, or equivalent combination of education and experience.

### **Special Requirements**

- Tennessee Electrical Inspector Certification required within one year of hire.
- Obtain one or more of the following certifications within one year of hire depending on departmental assignment: Residential Building Inspector Certification, Commercial Building Inspector Certification, Residential Plumbing Inspector Certification, Commercial Plumbing Inspector Certification, Residential Mechanical Inspector Certification, Commercial Mechanical Inspector Certification.
- Possession of an appropriate driver's license valid in the State of Tennessee.

### **Physical Requirements:**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequent standing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to outdoor weather conditions, exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office with printers, light traffic).

### **How to Apply:**

A City of Maryville employment application is required for consideration. An electronic application is available on our website, [www.maryvillegov.com/jobs](http://www.maryvillegov.com/jobs). Paper applications are available in Human Resources located on the upper level of the Maryville Municipal Building, 400 W. Broadway Ave., Maryville, TN 37801. Please submit your application and resume, by email to [humanresources@maryville-tn.gov](mailto:humanresources@maryville-tn.gov), by fax to 865-273-3434 or in person in Human Resources.

***City of Maryville is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.***