



## Codes Enforcement Officer/Chief Building Official

Join the dynamic team at the City of Alcoa, where we are committed to maintaining the highest standards of building safety and code enforcement within our community. We are currently hiring for the role of an experienced **Codes Enforcement Officer** with the potential for advancement to the position of Chief Building Official upon the retirement of the current incumbent at the end of the year.

This position offers a unique opportunity for an experienced professional to make a significant impact in both code enforcement and leadership within our city. The successful candidate will play a pivotal role in upholding building codes, overseeing inspections, and the potential for future supervision of departmental operations.

This position is responsible for the following:

- Enforcing various City codes related to building, development, health and sanitation, public nuisances, and more.
- Conducting inspections of commercial and residential buildings for code compliance under currently adopted City codes.
- Issuing permits.
- Overseeing the operation of the Codes Department, including budget preparation and staff supervision.
- Administering and enforcing sections of the municipal code pertaining to building regulations and standards.
- Collaborating with other city departments and personnel on code-related issues and projects.
- Acting as an arbitrator between various professionals concerning technical requirements of codes and municipal ordinances.
- Preparing reports, notices of violations, and other related documentation as necessary.
- Other duties as assigned such as the municipal building facility maintenance coordination.

Minimum qualifications:

- At least three years of recent experience as a Codes Enforcement Officer.
- Strong knowledge of local, state, and federal building codes, regulations, and ordinances.
- Inspector certification.

Individuals who meet these qualifications must submit a job application and resume for consideration. A detailed job description which includes minimum requirements is available online along with the related job application at [www.cityofalcoa-tn.gov](http://www.cityofalcoa-tn.gov). Completed applications must be submitted **no later than 5:00 pm on June 21, 2024**.

The City of Alcoa is an Equal Opportunity Employer. ADA/ADEA/Title VI Compliant.

**Please no phone calls.**