

JOB DESCRIPTION
Planning and Building Codes Inspector

FLSA: Non-Exempt
Reports to: Planning & Codes Director

Pay Level: Level 6
Prepared/Revised: August 2020

Job Summary:

The employee is responsible for building codes enforcement, safety codes, risk management and planning duties, including assisting in the preparation of land use plans, plan review, zoning, and ordinance enforcement. Independent judgment and discretion are used according to the situation and sometimes different courses of action must be considered to complete the task.

Supervision Exercised or Received:

The Planning and Building Codes Inspector receives supervision from the Planning & Codes Director.

Essential Functions:

1. Ensure standards are maintained and buildings constructed to adopted codes/ordinances
2. Prepares, issues and accounts for permits
3. Responsible for flood plain management
4. Inspects building construction sites for conformance with approved plans and compliance with codes and ordinances
5. Reviews construction plans to determine if plans are in compliance with permits and codes
6. Reviews and analyzes plans submitted for zoning changes, subdivisions, variances and conditional use permits
7. Preparation and development of analysis and recommendations regarding current physical, social and economic projects
8. Accomplishes on-site zoning and codes enforcement
9. Must establish and maintain an effective working relationship with contractor, employees and general public
10. Must correspond and work well with OSHA inspections in the annual/quarterly inspections
11. Ability to evaluate situations, make decisions and implement accordingly
12. Ability, both physically and mentally to climb to different heights and function in close quarters for inspections
13. Issue summons, appear in court and testify
14. Prepare, write, and issue violation notices, stop work orders, Certificates of Occupancy (CO) as needed
15. Directs and performs inspections of contract work, determines compliance and recommends to the administration acceptance or non-acceptance of the work.
16. Must correspond and work well with insurance carriers during surveys and compliance with their recommendations

Additional Responsibilities:

1. Investigate complaints of building or construction code, fire code violations, land use, zoning and other code violations
2. Consult with builders, contractors, engineers, and architects regarding adopted Code, Ordinances and State guidelines
3. Provide monthly reports regarding building permits and fees
4. Coordinates information for Board of Zoning Appeals, Board of Appeals, Planning Commission and Utility Commission
5. Administer Special Projects as assigned
6. Provide assistance with local, state and federal grants as needed
7. Other duties as assigned

Knowledge Of:

1. Knowledge of the Federal Flood Plain Regulations
2. Knowledge of TN State Fire Marshal' Office, City and County building codes governing the construction and maintenance of buildings
3. Knowledge of basic plumbing and mechanical functions
4. Knowledge of the International Building Codes (ICC). Presently 2018 edition
5. Knowledge of the geographic area of the City
6. Knowledge of OSHA regulations and safety requirements
7. General knowledge of principles, practices, and techniques of city planning
8. General knowledge of the techniques required in the preparation of maps, charts, sketches, and graphics; ability to comprehend various ordinances, codes, and regulations pertaining to planning, zoning, and subdivisions
9. Ability to read and interpret construction plans and blue prints
10. Ability to ascertain facts by personal contact, observation, and the examination of records
11. Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations
12. Ability to enforce rules and regulations firmly, tactfully, and impartially
13. Ability to keep records and make operational reports
14. Ability to intermittently sit, stand and stoop
15. Must distinguish between shades of color
16. Must be able to operate GIS, and aerial photogrammetry software
17. Work requires use of protective devices, such as, hard hats
18. Ability to make math calculations, compute taxes, and determine acreage

Position Requirements:

1. Current certification as Building Inspector (Commercial and Residential), through State of Tennessee. Non-certified individual must obtain residential and commercial certification within 6 months of employment
2. Must possess a valid driver's license through the State of Tennessee
3. Minimum graduation from a standard high school, and 5 years experience in building construction or inspection. (College advantageous)
4. Any combination of education and experience in the fields of planning, political science, public administration, engineering, or architecture to equivalent the 5 years experience
5. Must adhere to City Ethics Code, vehicle, travel and personnel policies
6. Must pass drug screen

Additional Requirement:

1. **Work Hours** – 40 hour work week. A full time, non-exempt employee. Evenings and weekend work occasionally.
2. **Physical Requirements** – the work of a Planning and Building Codes Inspector is a highly responsible position, which requires mental acuity. The Inspector will be required to do complicated tasks, sit for an hour or more, talk, hear, stand, walk, balance, stoop, squat, bend and kneel. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. Must be able to perform essential functions of life.

Note:

At the discretion of the City of Fayetteville, a background check may be made. Employment is contingent upon satisfactory completion of a background check, drug screen and agility test.

Nothing in this job description restricts the ability or the right of the City of Fayetteville to assign, reassign or eliminate the duties and responsibilities of this job either orally or in writing. Tasks and responsibilities may be changed at any time, due to reasonable accommodations or other reasons deemed appropriate by the City of Fayetteville.

The job description does not constitute an Employment Agreement between the employer and the employee and is subject to change, according to the business needs of the City of Fayetteville.