

Public Notice

The City of Shelbyville is accepting applications for the full-time position of Building & Codes Inspector for the Building and Codes Department. The Building & Codes Inspector is responsible for technical work in the enforcement of Building and Zoning Codes and City and State Ordinances. Must be a high school graduate or possess equivalent. Excellent communication skills, both verbal and written. Current certification as Residential Building Inspector Plumbing and Mechanical Inspector and International Property Maintenance Certification through the State of Tennessee is preferred. Non-certified individuals must obtain certifications within 2 years of employment.

This is a full-time position with an hourly rate of \$21.95. The City currently provides the following for full-time employees: 100% City paid medical, dental & vision insurance benefits for employees, and 50% City paid medical for dependents. Long-term disability, life insurance, various paid leaves such as vacation, personal, sick, bereavement and holidays as well as City contributions to the 401k, and more.

Applications and a complete job description may be picked up at City Hall during normal business hours or download from the City website: www.shelbyvilletn.org. Applications must be returned to City Hall Administration Office, 201 Spring Street or emailed to: stacey.claxton@shelbyvilletn.org. Applications will be accepted until the position is filled.

The City of Shelbyville is an equal opportunity employer and drug free workplace. Successful applicants will be required to pass background check, physical, and drug screen.

Stacey Claxton
Human Resources

BUILDING & CODES INSPECTOR

DEFINITION:

The Building & Codes Inspector is under the general direction of the Building & Codes Director. The employee is responsible for performing technical building inspection and plans examining work to enforce compliance with building codes, regulations, and ordinances; research new construction materials and methods; review plans for compliance with city, state and federal rules and regulations; and provides information to and works with the public to resolve issues.

BENEFITS:

This is a full-time position with an hourly rate of \$21.95. The City currently provides the following for full-time employees: 100% City paid medical, dental & vision insurance benefits for employees, and 50% City paid medical for dependents. Long-term disability, life insurance, various paid leaves such as vacation, personal, sick, bereavement and holidays as well as City contributions to the 401k, and more.

EQUIPMENT/JOB LOCATION:

The employee will operate a computer, copier, and other modern office equipment. The employee will also operate a light duty vehicle. Work performed is both indoors and outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, and loud noises.

ESSENTIAL FUNCTIONS OF THE JOB:

The following duties are typical for this position. Employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Inspect residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations.
- Responsible for interpreting, explaining, and enforcing Codes and Ordinances.
- Examine plans and specifications of new construction, additions, and alterations to residential structures to determine compliance with the provisions of applicable city, state and federal construction codes, ordinances, rules, and regulations; advises contractors/owners of changes required for code compliance.
- Notifies contractors, engineers, architects, subcontractors, and owners of code violations and discusses remedies for deficiencies.
- Confer with and provide information and assistance to contractors, builders and the general public in the field and office; explain and interpret applicable codes, ordinances, and zoning regulations.
- Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, routine plumbing, heating and electrical installations and a large variety of other complex and routine building system elements.

- Conduct inspections of swimming pools at construction sites for compliance with regulations; enforce state mandates as necessary.
- Must establish and maintain an effective working relationship with contractor, public and other employees.
- Ability to evaluate and make independent decisions.
- Ability, physically and mentally, to climb to different heights and function in close quarters for inspections.
- Respond to citizen complaints and concerns; serve due process letters to violators as necessary.
- Issue notices to comply on violations; maintains records of history of facts for possible legal actions.
- Log, route, track and process all incoming plans; responds to code and related questions in person and over the phone.
- Maintains files, records and reports regarding inspection and plan check activities and findings.
- In the absence of the Building & Codes Official, directs and supervises staff and performs administrative activities of the Department.
- Attend and participate in meetings; stay up to date of new trends and innovations in the field of building inspection and plans examination.
- May serve as the Building & Codes Official in his/her absence.
- Perform all other duties as assigned or required.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Investigates complaints of building or construction code or fire code violations.
- Assists in the preparation of proposed code changes.
- Consults with builders and contractors regarding Building Codes and State guidelines.
- Provides monthly reports regarding permits, fees, and violations.
- May supervise other staff.
- Any other tasks as may be necessary to accomplish the essential functions of the position as set to herein.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of construction techniques and contracting procedures.
- Skill in reviewing and interpreting plans and technical specifications.
- Knowledge of State and City building codes governing the construction and maintenance of buildings.
- Knowledge of basic plumbing, mechanical, and electrical functions.
- Knowledge of the geographic area of the City.
- Knowledge of the Federal Flood Plain Regulations.
- Ability to read and interpret maps, construction plans and blueprints.
- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations.
- Ability to enforce rules and regulations firmly, tactfully, and impartially.
- Ability to make math calculations.
- Ability to keep records and make operational reports.
- Ability to intermittently sit, stand and stoop.
- Ability to distinguish between shades of color.

- Work requires use of protective devices, such as, hard hats and work boots.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Current certification as Residential Building Inspector, Plumbing and Mechanical Inspector and International Property Maintenance Certification through the State of Tennessee preferred. Non-certified individuals must obtain certifications within 2 years of employment. All certifications must be maintained during employment.
- Must possess and maintain a valid driver’s license through the State of Tennessee.
- Graduation from a high school or equivalent. Additional education or technical training highly desired.
- Minimum 2 years’ experience in building construction or inspection, including both residential and commercial construction is desired.
- Must successfully complete and pass a background check, pre-employment physical and drug screen.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Building & Codes Inspector (FT) for the City of Shelbyville Building & Codes Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Signature

Date