



## Combination Codes Inspector

Class Code:  
10459

METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY  
Established Date: Jun 1, 2005  
Revision Date: Jul 1, 2005

### SALARY RANGE

\$21.41 - \$27.84  
Hourly

\$3,711.75 - \$4,825.50  
Monthly

\$44,541.00 - \$57,906.00  
Annually

### JOB OBJECTIVE:

Performs initial and final inspections for building, gas/mechanical, plumbing, electrical, energy, accessibility and zoning code compliance for residential and commercial construction projects. May coordinate and assist in activities of personnel engaged in inspection of two or more areas to ensure compliance with Metro Codes and other regulatory requirement. Performs related duties as required.

### JOB DESCRIPTION:

#### MAJOR JOB RESPONSIBILITIES

- May oversee work activities of inspection personnel.
- Assigns duties to employees.
- Evaluates inspection reports and daily work sheets.
- Follows-up on each inspection.
- Trains employees.
- Performs and assists with difficult inspection assignments.
- Reviews approved plans and specifications for compliance with regulatory codes.
- Meets with contractors, architects, engineers, and homeowners on matters relating to code regulations.
- Inspects structures during construction to ensure that procedures and materials meet approved codes and standards.
- Follows-up with re-inspections to verify compliance with regulations and approved plans.
- Advises inspectors on interpretation and enforcement of regulatory codes.
- Authorizes issuance of service releases for utility connection.
- Takes corrective actions against code violators.
- Patrols and inspects for work being done without permits.
- Issues work stop orders and citations for failure to comply with regulatory codes.
- Makes court appearances to prosecute code violators.
- Performs administrative duties.
- Maintains accurate records and files.
- Writes detailed reports.

Uses a computer to input and retrieve information.  
Communicates with the public on issues related to building, plumbing, electrical, gas/mechanical, energy and accessibility codes.  
Attends various departmental and community meetings.

#### SUPERVISION EXERCISED/SUPERVISION RECEIVED

May lead and coordinate activities of other Inspectors.

Receives general supervision and is supervised by an Inspection Chief, who gives direction on routine matters and assists with or handles more difficult situations.

#### WORKING ENVIRONMENT/PHYSICAL DEMANDS

Performs technical duties in the office and/or field. Office setting is under generally favorable working conditions. No special physical demands are required to perform the work.

Fieldwork involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, working around construction equipment and on construction sites. Employees may be required to use protective clothing or gear such as masks, coats, goggles, gloves, or safety shoes and hard hats. Requires some physical exertion such as walking, climbing, bending, stooping, stretching, crawling, or similar activities.

#### **EMPLOYMENT STANDARDS:**

##### EDUCATION AND EXPERIENCE

High School Diploma and five (5) years of construction inspection, codes inspection, building construction, or related experience

OR

Associate's Degree in Construction Technology or a related field from an accredited college or university and three (3) years of construction inspection, codes inspection, building construction, or related experience.

##### PERFORMANCE STANDARDS

Thorough knowledge of the International Building Code published by the International Code Council (ICC).

Thorough knowledge of fire safety regulations.

Knowledge of the electrical, gas/mechanical, plumbing, energy, accessibility and zoning codes.

Knowledge of the geographic area of the city.

Knowledge of codes, laws, and ordinances relating to the construction of various structures.

Knowledge of the materials, methods, and practices used in construction.

Knowledge of OSHA laws.

Knowledge of International Energy Code.

Knowledge of departmental policies and procedures.

Skill in problem solving.

Ability to perform difficult inspections.  
Ability to use sound judgment in decision-making.  
Ability to lead others.  
Ability to read and interpret plans and specifications.  
Ability to detect deviations from regulatory codes.  
Ability to work with the public.  
Ability to discuss, explain, and interpret codes requirements.  
Ability to ascertain facts by personal contact, observation, and the examination of records.  
Ability to maintain accurate records and write detailed reports.  
Ability to communicate effectively both, orally and in writing.  
Ability to independently research and gather information.  
Ability to establish and maintain effective working relationships.

#### LICENSES REQUIRED

Valid "Class D" Drivers License  
Combination Inspector Certification (ICC)  
Building Plans Examiner Certification (ICC)

#### NOTE ON TRANSITIONING TO PROFESSIONAL LICENSE OR CERTIFICATION CLASSIFICATION:

Employees at Inspector II level shall automatically be upgraded to this classification provided all of the criteria of Policy 5.6 III, Transitioning to Professional License or Certification Classification are met.