



THOMPSON'S STATION MUNICIPAL GOVERNMENT
Job Description

Job Title: Codes Inspector Pay Grade: 6

Position Summary: Under the general supervision of the Building Official performs plan review and inspection of commercial, residential, and public buildings and property to ensure compliance with adopted local municipal building, property maintenance, and zoning codes. Responsibilities vary depending on inspection scheduling and specialty factors, include reviewing plans for building code compliance and processing building permit applications, and providing technical information to architects, engineers, contractors, and other persons.

Minimum Qualifications and Required Knowledge, Skills and Abilities:

Education: High School graduate or equivalent.

Requirements: Knowledge of building materials, methods of construction, and building codes. Ability to read and interpret construction plans and specifications.

Experience: Five (5) years in building construction or inspection

License/Certification: Possion of, or ability to obtain, an appropriate valid drivers license. Current certification as a residential plumbing, residential mechanical, and building inspector through the State of Tennessee or ability to obtain Certifications within 1 year.

Reports Directly to: Building Official

Review Responsibility: Building Official

Essential Duties and Tasks:

To perform this job sucessfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Assist Building Official in building permits review and inspections

- Coordinate and process building permit applications
- Conduct site inspection of buildings during construction or remodel to ensure compliance with adopted building codes and other applicable municipal codes and ordinances
- Meet with design professionals, owners and contractors to review plans
- Prepare, maintain and organize code enforcement inspection reports and records for all completed inspections
- Coordinate and process Certificates of Occupancy

Assist in assurance of compliance with all building codes, property maintenance codes, and the Land Development Ordinance

- Conduct ongoing active observation of municipality for Town Code and Land Development Ordinance compliance
- Enforce codes by explanation, mediation, penalty and, if necessary, legal action
- Investigate complaints and performs inspections of existing buildings and properties to determine if hazardous or illegal conditions exist relating to the land and/or structures, their use, and general upkeep/maintenance
- Monitor and catalog code compliance complaints
- With approval, issue notices to correct building code, Town Code, and/or Land Development Ordinance violations, issue "stop work" notices, "notice of violation" letters, and/or testify in court regarding violations

Interact effectively with diverse community members

- Assist and advise design professionals, contractors, and the general public in matters relating to construction, code requirements, and property maintenance
- Communicates effectively with the public and development community orally and in writing
- Seek innovative solutions to problems while assuring code compliance
- Provide information to the Board of Zoning Appeals, the Planning Commission, and the Board of Mayor and Alderman
- Participate on and attend meetings of various committees and task forces, as assigned

Interact effectively with Town employees

- Facilitates and works within a "team oriented" environment, being an effective team member
- Support other Staff in the development and implementation of goals, objectives, policies, or priorities
- Assist Town Planner and/or Town Administrator in other related projects, as assigned
- Handles confidential information with tact and discretion

Physical Requirements and Work Environment:

This position must have overall stamina and ability to perform moderate to strenuous physical activity. Job requirements may include the ability to climb, bend, and work in tight or confined areas. In addition, close vision, color vision, depth perception, and far vision are essential to performance of the position. Corrective lenses may be utilized. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard. The position also requires the ability to lift, carry or move items up to 50 pounds. The nature of the work requires the ability to tolerate a variety of weather conditions; hot, cold, wet along with pollutants such as fumes, dust, and other contaminants found on construction sites. The Codes Inspector may also be required to be available during emergency situations and may be required to work irregular or extended hours as necessary to complete Town business.

Employee Review:

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the Town's needs. I have been given a copy of this description.

Incumbent's Signature: _____ Date: _____

Date BOMA Approved: June 11, 2019

Reports to: Building Official

FLSA: Non- Exempt

Updated: 6-4-24

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.