



FINANCE DEPARTMENT

Building Inspector I or II Position

<u>JOB TITLE</u>	<u>GRADE</u>	<u>DEPARTMENT</u>
Building Inspector I	8	Building Inspection
Building Inspector II	9	Building Inspection

JOB PURPOSE:

Performs responsible technical work in the inspection of building plans and construction; does related work as required. Work is performed under the regular supervision of the Building Official.

ESSENTIAL FUNCTIONS:

Performs field inspections of residential, commercial, industrial and public facilities for compliance with building, zoning, and fire safety code compliance; interprets and enforces provisions of standard building codes, life/safety codes, zoning ordinances, property maintenance ordinances and other applicable federal, state and local codes; reviews building plans; maintains appropriate records and files; prepares reports.

QUALIFICATIONS:

Graduation from an accredited four year high school supplemented with additional training and education in construction, Architecture, Engineering or closely related field; a minimum of two years of progressively responsible experience as a building official, inspector, contractor or field superintendent; good organizational, interpersonal, analytical and decision making skills; sufficient strength and agility to perform the physically demanding aspects of the job; and the ability to interpret and explain governing codes, regulations and ordinances.

SPECIAL REQUIREMENTS:

- Possession of a valid Tennessee Driver's license and the ability to be insured at standard vehicle liability rates.
- Possession of current Tennessee building inspection certifications required within one year of employment.
- Possession of current TNEPSC Level I Stormwater certification required within one year of employment.

The current starting pay for a Building Inspector I is \$34,859.

The current starting pay for a Building Inspector II is \$38,345.

Please see job descriptions for specific requirements.

A post-offer background, drug screen and physical is required for all positions.

Applications accepted until position is filled.

Applications are available at City Hall, 1230 East Parkway, Gatlinburg or online at www.gatlinburgtn.gov.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

Please see the attached job description.

Building Inspector I

Nature of Work

This is responsible technical work assisting with all activities associated with the regulation of building construction, and gas, mechanical and plumbing installations for the city of Gatlinburg. Activities associated with the job include ensuring compliance with the International Building Code and all applicable land use codes for new construction activities, reviewing plans for commercial properties, multi-family dwelling units and single family residences prior to and during construction and ensuring that all alteration and repair activities comply with uniform building requirements and related regulations. Additional activities include interpreting and enforcing building, housing, fire, mechanical, plumbing, gas and energy codes and providing property inspections and related information to homeowners, contractors and developers. Job responsibilities require a high school diploma supplemented with additional education and training in architecture, building trades and/or engineering, experience in building construction, architecture or engineering, good organizational, interpersonal and decision making skills, sufficient strength and agility to perform the physically demanding aspects of the job and the ability to interpret and explain governing codes, regulations and ordinances. Job performance is evaluated by the Deputy Build Official through review of the level of compliance of building and remodeling activities with building codes and ordinances, ability to interpret and apply governing regulations, organizational and decision making skills and ability to interact effectively with contractors, developers, local and regional officials, homeowners and the public.

Illustrative Examples of Work

- Assists with checking plans and inspecting buildings for compliance with all applicable laws and codes.
- Performs field inspections and reinspections of residential, commercial, industrial and public facilities for compliance with building, zoning and fire safety code compliance.
- Inspects existing buildings for hazardous conditions, structural failures and/or improper uses.
- Reviews building plan applications and submittals, receives complaints regarding defective construction and handles enforcement problems.
- Issues warnings and stop-work orders in the event construction activities are not being performed in compliance with existing regulations.
- Interprets and enforces provisions of standard building codes, life/safety codes, zoning ordinances, property maintenance ordinances and other applicable federal, state and local codes and initiates actions necessary to correct identified deficiencies or violations.
- Provides information on building regulations, required inspections and permits and related matters to contractors, architects, developers and the public.
- Investigates and attempts to resolve building codes, ordinance complaints and/or concerns.

- Inspects work sites of residential and commercial buildings including remodeling and alteration work for compliance with applicable codes, established specifications and approved construction plans.
- Inspects the use and occupancy of buildings and surrounding premises to verify the strength, stability, sanitation, lighting, ventilation and safety to life and property from fire and other hazards.
- Ensures contractors, developers and sub-contractors have obtained all appropriate licenses and permits.
- Maintains records and files in a computer database and produces reports and other documentation as needed.
- Enforces sign ordinances, issues sign permits as appropriate and monitors and removes illegal signs.
- Remains current with proposed and/or newly enacted legislation pertaining to building codes and related regulations.
- Addresses citizen complaints and concerns and reacts in an appropriate and timely manner to emergency and/or urgent situations.
- Explains and interprets regulations and ordinances to the public, contractors, developers, local officials, etc.
- Attends workshops, seminars and other meetings required to maintain required certifications.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school supplemented with additional training and education in construction, Architecture, Engineering or closely related field; a minimum of two years of progressively responsible experience as a building official, inspector, contractor or field superintendent; good organizational, interpersonal, analytical and decision making skills; sufficient strength and agility to perform the physically demanding aspects of the job; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Knowledge of building design and construction technology.
- Knowledge of municipal codes and ordinances governed by the Building Codes Department.
- Knowledge of Southern and International Building Codes, Storm Water Management initiatives and National Flood Insurance Program.
- Knowledge of the principles and practices of building inspection and codes enforcement procedures including all civil and criminal actions.
- Knowledge of NFPA codes and local ordinances governing zoning, signs and storm water issues.
- Knowledge of the geographic area of the city of Gatlinburg including significant geological sub-structures, soil types, etc.
- Knowledge of acceptable grammatical form required for the composition of reports, memorandum and correspondence.

- Knowledge of basic and advanced mathematical calculations including algebraic and geometric principles and calculations.
- Ability to read, understand and interpret blueprints, as-built drawings and schematics.
- Ability to analyze complex technical information, draw logical conclusions and make appropriate decisions taking into account all technical, legal and financial consequences.
- Ability to compile, prepare and present detailed information in a concise and understandable manner.
- Ability to obtain the cooperation of concerned parties when dealing with codes and regulatory issues.
- Ability to interpret and explain pertinent provisions of laws, ordinances and regulations.
- Ability to react in an appropriate and timely manner to emergency and/or urgent situations.
- Ability to prioritize job related activities in an effective and efficient manner to ensure meeting established deadlines and reporting requirements.
- Ability to establish and maintain effective working relationships with the public, local and regional officials, architects, engineers, contractors and developers.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Skill in interpreting and analyzing detailed blueprints, schematics and as-built drawings.
- Skill in diffusing potentially confrontational situations between concerned parties.

Physical Requirements

This is heavy work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards, and atmospheric conditions.

Necessary Special Requirements

- Possession of a valid Tennessee Driver's license and the ability to be insured at standard vehicle liability rates.
- Possession of current Tennessee building inspection certification required within one year of employment.
- Possession of current TNEPSC Level I Stormwater certification required within one year of employment.

Gatlinburg Tennessee
 FLSA – Exempt (Administrative)
 06/30/2006 - Revised 10/16/2012

Building Inspector II

Nature of Work

This is responsible technical and administrative work assisting with all activities associated with the regulation of building construction, and gas, mechanical and plumbing installations for the city of Gatlinburg. Activities associated with the job include ensuring compliance with the International Building Code and all applicable land use codes for new construction activities, reviewing plans for commercial properties, multi-family dwelling units and single family residences prior to and during construction and ensuring that all alteration and repair activities comply with uniform building requirements and related regulations. Additional activities include interpreting and enforcing building, housing, fire, mechanical, plumbing, gas and energy codes and providing property inspections and related information to homeowners, contractors and developers. The incumbent is also responsible for assisting with compliance issues pertaining to the National Flood Insurance Program and Phase II Storm Water Management initiatives. Job responsibilities require a high school diploma supplemented with additional education and training in architecture and/or engineering, considerable experience in building construction, architecture or engineering, good organizational, interpersonal and decision making skills, sufficient strength and agility to perform the physically demanding aspects of the job and the ability to interpret and explain governing codes, regulations and ordinances. Job performance is evaluated by the Deputy Build Official through review of the level of compliance of building and remodeling activities with building codes and ordinances, ability to interpret and apply governing regulations, organizational and decision making skills and ability to interact effectively with contractors, developers, local and regional officials, homeowners and the public.

Illustrative Examples of Work

- Assists with checking plans and inspecting buildings for compliance with all applicable laws and codes.
- Performs field inspections and reinspections of residential, commercial, industrial and public facilities for compliance with building, zoning and fire safety code compliance.
- Inspects existing buildings for hazardous conditions, structural failures and/or improper uses.
- Reviews building plan applications and submittals, receives complaints regarding defective construction and handles enforcement problems.
- Issues warnings and stop-work orders in the event construction activities are not being performed in compliance with existing regulations.
- Interprets and enforces provisions of standard building codes, life/safety codes, zoning ordinances, property maintenance ordinances and other applicable federal, state and local codes and initiates actions necessary to correct identified deficiencies or violations.
- Provides information on building regulations, required inspections and permits and related matters to contractors, architects, developers and the public.

- Investigates and attempts to resolve building codes, ordinance complaints and/or concerns.
- Inspects work sites of residential and commercial buildings including remodeling and alteration work for compliance with applicable codes, established specifications and approved construction plans.
- Inspects the use and occupancy of buildings and surrounding premises to verify the strength, stability, sanitation, lighting, ventilation and safety to life and property from fire and other hazards.
- Ensures contractors, developers and sub-contractors have obtained all appropriate licenses and permits.
- Maintains records and files in a computer database and produces reports and other documentation as needed.
- Enforces sign ordinances, issues sign permits as appropriate and monitors and removes illegal signs.
- Remains current with proposed and/or newly enacted legislation pertaining to building codes and related regulations.
- Addresses citizen complaints and concerns and reacts in an appropriate and timely manner to emergency and/or urgent situations.
- Explains and interprets regulations and ordinances to the public, contractors, developers, local officials, etc.
- Attends workshops, seminars and other meetings required to maintain required certifications.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school supplemented with additional training and education in construction, Architecture, Engineering or closely related field; a minimum of three years of progressively responsible experience as a building official, inspector, contractor or field superintendent; strong organizational, interpersonal, analytical and decision making skills; sufficient strength and agility to perform the physically demanding aspects of the job; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of building design and construction technology.
- Considerable knowledge of municipal codes and ordinances governed by the Building Codes Department.
- Considerable knowledge of Southern and International Building Codes, Storm Water Management initiatives and National Flood Insurance Program.
- Considerable knowledge of the principles and practices of building inspection and codes enforcement procedures including all civil and criminal actions.
- Considerable knowledge of NFPA codes and local ordinances governing zoning, signs and storm water issues.
- Considerable knowledge of the geographic area of the city of Gatlinburg including significant geological sub-structures, soil types, etc.

- Considerable knowledge of acceptable grammatical form required for the composition of reports, memorandum and correspondence.
- Considerable knowledge of basic and advanced mathematical calculations including algebraic and geometric principles and calculations.
- Ability to read, understand and interpret blueprints, as-built drawings and schematics.
- Ability to analyze complex technical information, draw logical conclusions and make appropriate decisions taking into account all technical, legal and financial consequences.
- Ability to compile, prepare and present detailed information in a concise and understandable manner.
- Ability to obtain the cooperation of concerned parties when dealing with codes and regulatory issues.
- Ability to interpret and explain pertinent provisions of laws, ordinances and regulations.
- Ability to react in an appropriate and timely manner to emergency and/or urgent situations.
- Ability to prioritize job related activities in an effective and efficient manner to ensure meeting established deadlines and reporting requirements.
- Ability to establish and maintain effective working relationships with the public, local and regional officials, architects, engineers, contractors and developers.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Skill in interpreting and analyzing detailed blueprints, schematics and as-built drawings.
- Skill in diffusing potentially confrontational situations between concerned parties.

Physical Requirements

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards, and atmospheric conditions.

Necessary Special Requirements

- Possession of a valid Tennessee Driver's license and the ability to be insured at standard vehicle liability rates.
- Possession of current Tennessee building, plumbing and mechanical certifications.

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