**Town of Erwin**

**Job Description**

**Job Title:** Building Inspector/Code Enforcement

**Department:** Planning & Zoning

**Reports To:** City Recorder

**FLSA Status:** Non-Exempt

**Updated Date:** May 10, 2022

**BUILDING INSPECTOR/CODE ENFORCEMENT**

**SUMMARY**

This employee is responsible for all activities with the regulation of building construction, electrical, mechanical, and plumbing installations, while maintaining compliance with the International Building Code, Code Enforcement, and all applicable land use codes as adopted by the Town of Erwin. This employee reports directly to the City Recorder. Instructions to the employee are somewhat general, but many aspects of the work follow standardized guidelines. The employee may, however, be required to use independent judgment in order to complete the tasks.

**ESSENTIAL FUNCTIONS**

 To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Responsible for administering and overseeing land use planning activities within the corporate limits and the Town’s Urban Growth Boundary.
* Responsible for checking plans and inspecting buildings for compliance with laws and codes.
* Responsible for issuing standard construction and occupancy permits and approving final inspection certifications.
* Responsible for interpreting, enforcing, and explaining applicable departmental codes, ordinances, regulations, and laws.
* Responsible for providing information on building regulations, required inspections and permits, procedures, and related matters to contractors, architects, and the general public.
* Responsible for investigating and resolving building and related complaints.
* Meets with Town Attorney with enforcement information when legal action may be necessary.
* Inspects work sites of residential and commercial buildings including remodeling/construction work, premises and building systems for compliance with applicable codes, established specifications, and approved construction plans; inspects construction alteration, demolition, use, and occupancy of buildings and premises to verify strength, stability, sanitation, adequate lighting, ventilation, and safety to life and property from fire and other hazards; inspects footing and framing, inspects construction methods and materials.
* Ensures contractors and workers have secured appropriate licenses and proper permits.
* Maintains records and files of inspections on computer; produces reports and documentation as needed.
* Enforces sign ordinances; issues sign permits as appropriate; monitors placement of illegal signs and removes such signs.
* Responsible for records management of information needed by other units of government and/or the Board of Mayor and Aldermen.
* Must react quickly and calmly in emergency situations and determine proper course of action.
* Must deal effectively with citizen complaints.
* Explains and interprets regulations and ordinances to the public and employees.
* Executes necessary steps to improve performance and building codes operations.
* Cooperates with individuals from the town, county, state, federal, and other jurisdictions, to achieve common goals.
* Appears in court on behalf of the town as needed.
* Appears and presents material before the Erwin Planning Commission, Board of Zoning Appeals, Design Review Commission, and other boards as needed.
* Attends various meetings as needed.
* Perform a variety of field and office work in support of the Town’s local code enforcement program; enforce compliance with Town regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
* Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of Town zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
* Perform related duties as required.

**EDUCATION AND/OR EXPERIENCE**

* Vocational/Technical degree with training emphasis in general building construction, construction trades, and a variety of building inspection specialties. Preferably graduation from a college or university with major course work in building construction, architecture, or engineering.
* Minimum of 5 years of experience and/or training that includes general building construction, construction trades, enforcement/interpretation, and a variety of building inspection specialties or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.
* Certification by International Code Council
* Within 6 months from hire date, certification in Residential Building & Commercial Building
* Within 12 months from hire date, certification in Residential Plumbing & Commercial Plumbing.
* Within 12 months from hire date, certification in Residential Mechanical & Commercial Mechanical.
* Must have ability to be bonded.

**LANGUAGE KNOWLEDGE AND ABILITIES**

* Must have excellent communication (oral and written) skills to deal effectively with architects, engineers, and other development professionals.

**COMPUTER KNOWLEDGE AND ABILITIES**

* Learning and applying basic computer skills, including word processing, PowerPoint, databases, Excel, calendar, and e-mail systems.
* Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.

**MATHEMATICAL KNOWLEDGE AND ABILITIES**

* Ability to make arithmetic computations and tabulations accurately and with reasonable speed. Ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas and basic geometric principles and calculations.

**OCCUPATIONAL KNOWLEDGE AND ABILITIES**

* Knowledge of the principles and practices of the building inspection and construction codes fields.
* Thorough knowledge of municipal codes and ordinances administered by the Planning and Zoning Department.
* Knowledge of personnel policies and procedures.
* Knowledge of the occupational hazards and safety precautions.
* Knowledge of the principles and methods of supervision.
* Knowledge of the geographic area of the town.
* Ability to read and understand blueprints.
* Ability to prepare and effectively present oral or written information.
* Ability to plan and supervise subordinates.
* Ability to absorb and analyze complex technical information rapidly, draw logical conclusions, and make decisions of major scope with full awareness of technical, legal, and financial consequences.
* Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.

**REASONING SKILLS AND ABILITIES**

* Ability to gain cooperation in compliance with codes and regulations using discussion and persuasion while maintaining a cooperative working relationship.
* Ability to converse plainly and directly in a courteous and friendly manner with a variety of individuals.
* Ability to establish and maintain effective working relationships with city officials, other employees, architects, engineers, contractors, representatives of business organizations, and the public. Public contact is frequent.

**CERTIFICATES, LICENSES, REGISTRATIONS**

* Valid Tennessee driver's license
* Certification as a Property Maintenance and Housing Inspector by the International Code Council within one year of employment.

**MINIMUM QUALIFICATIONS**

* A minimum age of 18 years.
* U.S. citizen.
* If not already certified in the described certifications, applicant will be willing and able to obtain certifications within 12 months of hire date.

**SALARY RANGE**

The salary range will depend on certifications already received and experience. Salary range will be from $46,000 to $53,000.

**PHYSICAL DEMANDS**

 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 functions.

* The demands of this position can be stressful, both mentally and physically.
* The employee performs sedentary work that involves walking or standing at times, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. Occasionally it may be necessary to climb ladders, scaffolding, etc. and crawl under buildings.
* The employee must have normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**WORK ENVIRONMENT**

 The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Work is performed both indoors in an office environment and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.
* May be exposed to fumes, chemicals, and toxic substances.
* May be exposed to insects, rodents, and snakes.
* May be exposed to machinery and its moving parts.
* Employee will operate a variety of tools and equipment including but not limited to paper records, building documents, plans and specs, sites, building and area maps, local, county, state, and federal codes and ordinances, shoreline regulations, legal notices, land use planning documents, construction and design requirements, development standards, historical files, computers, cameras, copy machines, communications systems, motor vehicles, ladders, measuring tape, level, testing instruments, drafting instruments, or mechanical tools. Future work practices may necessitate the use of different tools and equipment.

**APPLICANT SUBMISSION**

Applicants can upload and send their resumes by email to: recorder@erwintn.org or submit their resume in person at Town of Erwin Town Hall located at 211 N. Main Ave. Erwin, TN 37650. If applicants choose to use the town’s application, they are available for pick up at the Town of Erwin Town Hall.

The Town of Erwin Tennessee is an equal opportunity employer. We do not discriminate on the basis of race, color, creed, national origin, sex, age, veteran status, sexual orientation, or disability in all matters pertaining to employment and promotion; we will not tolerate discrimination on the part of managers or supervisors. All applicants subject to background check, physical examination, and drug screening.