

JOB DESCRIPTION

**Town of Ashland City
Department of Building and Codes
233 Tennessee Waltz Parkway**

CLASSIFICATION TITLE:	Building/Codes Official
DEPARTMENT:	Building/Codes
REVISION DATE:	10/26/2021
REPORTS TO:	Mayor
EMPLOYMENT STATUS:	Full Time
FLSA STATUS:	Exempt
PAY RANGE:	\$55,601 – 84,220

JOB SUMMARY

This position is under the administrative direction of the Mayor. The employee is responsible for administration and supervision of the code enforcement compliance programs relative to the construction, alteration and repair of buildings and enforcement of current zoning regulations. Work includes supervision of code inspection activities, review of subdivision and other development plans and providing appropriate recommendations to the Planning Commission. The employee performs inspections of subdivisions and other development work, coordinates performance bonds and/or letters of credit and prepares the Planning Commission agenda. Instructions to the employee are general and the employee must routinely use independent judgement when performing tasks.

ESSENTIAL FUNCTIONS OF THE JOB

- Collects and accounts for permits.
- Responsible for flood plain management.
- Meets with the Planning Commission and the Zoning & Appeals Board.
- Inspects building construction sites for conforming to approved plans and compliance with applicable codes and ordinances.
- Interprets, explains and enforces codes and ordinances.
- Reviews construction plans to determine if plans are in compliance with permits and codes.
- Must establish and maintain an effective working relationship with contractor, public, and other employees.
- Ability to evaluate and make decisions.
- Physical and mental ability to climb to different heights and function in close quarters for inspections.

ADDITIONAL EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the listed duties or duties which may be performed.)

- Investigates complaints of local code, building, construction, or fire code violations.
- Issues building permits.
- Assists in the preparation of proposed code changes.
- Consults with builders, contractors, engineers, and architects regarding Southern Building Code and state and local guidelines.
- Provides monthly reports regarding permits and fees.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the Federal Flood Plain Regulations.
- Knowledge of state, city and county building codes governing the construction and maintenance of buildings.
- Knowledge of basic plumbing and electrical functions.
- Knowledge of the Southern Standard Building Code.
- Knowledge of the geographic area of the city.
- Ability to read and interpret construction plans and blue prints.
- Ability to ascertain facts by personal contract, observation, and the examination of records.
- Ability to explain and interpret pertinent provisions of law, ordinances, and regulations.
- Ability to keep records and make operational reports.
- Ability to intermittently sit, stand and stoop and must distinguish between shades of color.
- Work requires use of protective devices such as hard hats.
- Ability to make math calculations.

QUALIFICATIONS

- Current certifications as building inspector through State of Tennessee or ability to obtain within one year.
- Possess a valid driver's license through the State of Tennessee.
- Graduation from a standard high school, or equivalent, or five years' experience in building construction or inspection.
- Must pass drug screen by licensed physician.

EQUIPMENT OPERATED

- Computer, printer, and general office equipment/tools/supplies
- Codes software
- Microsoft Office Suites
- Cell phone
- Light duty vehicle

WORKING CONDITIONS

- Work performed is generally outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, loud noises, and tobacco smoke.

USUAL PHYSICAL DEMANDS

- Ability, physically and mentally to climb to different heights and function in close quarters for inspections.
- Must possess ability to communicate effectively with contractors, the public, office staff and leadership.

- Employee will also operate a light duty vehicle.
- Ability, physically and mentally to climb to different heights and function in close quarters for inspections.
- Ability to determine shades of color.
- Must be able to lift up to 50lbs

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

The Town of Ashland City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the Town of Ashland City. Contact the city’s Human Resources Director with any questions or requests for accommodation.

MANAGEMENT APPROVAL

Manager’s Signature

____/____/____
 Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee’s Signature

____/____/____
 Date