Building & Codes Inspector

Bedford County, Tennessee

**Department:** Planning and Zoning **Full/Part Time**: Full Time

**Supervisor:** Planning & Community Director **Status**: Non-Exempt

**Job Summary**: The Building Inspector performs onsite compliance inspections ensuring codes and zoning regulations are met on building construction projects for Bedford County Government. Communicates deficiencies with violators or potential violators and updates the Planning Director. Issues zoning permits and certificates of occupancy when necessary. This position reports to the Planning & Community Director.

**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 the job.*

* Ability to sit or stand for long periods of time
* Ability to use hands and fingers to grasp, feel, and operate a computer and other modern office equipment
* Ability to reach with hands and arms
* Ability to communicate verbally and effective auditory function while performing field assignments
* Ability to climb, balance, stoop, kneel, crouch, or crawl
* Ability to occasionally lift and/or move up to 25 pounds
* Close, distance, and color vision along with peripheral vison and ability to adjust focus required
* This job may require lifting of objects that exceed 20 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds.
* Climbing on roofs and working in tight crawl spaces as required

**Work Environment**:

* Traveling to onsite locations and conducting field work in all weather conditions
* Work is also performed both indoors in an open office setting with moderate office noise levels

**Essential Functions**:

*The following* ***are not*** *intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.*

* Reviews and approves construction plans to ensure they meet building codes and zoning regulations
* Inspects properties both residential and commercial and contacts those who are in violation, failed inspections, or have potential violations
* Inspects and monitors construction sites to determine if structures and systems, such as plumbing, mechanical, are installed in a way which meets codes and ordinances for public safety
* Inspects and monitors construction sites to determine if safety and fire (e.g., smoke detectors/sprinkler systems) control systems are in place, meet the number and location requirements, and are working properly
* Inspects and monitors construction sites to determine if all electrical systems have been approved by the State Fire Marshall’s Office
* Ensures zoning setback compliance on construction projects
* Communicates with Planning Director when unclear on how to proceed of if necessary
* Plans the day according to inspection requests
* Drives to sites with county vehicles and maintains mileage log
* Issues building and zoning permits
* Issues certificates of occupancy
* Performs plan reviews and makes recommendations as needed (ensures they fit to plan)
* Creates informative reports detailing failed inspections
* Discusses codes with contractors/builders
* Reviews data on products that are utilized
* Adheres to all safety protocol set forth by local and state guidelines

**Additional Functions**:

* Attends OAC monthly meetings
* Knowledge of International Building Codes, Residential and Commercial
* Knowledge of OSHA/TOSHA guidelines
* Knowledge of FEMA protocol
* Ability to understand and interpret structural plans
* Excellent communication skills, both verbal and written
* Ability to successfully schedule appointments and be punctual to appointments
* Administrative duties as assigned
* Court witness when necessary
* Operates proprietary software for the issuance of building permits, zoning permits, temporary permits, and the collection of adequate facilities tax payments
* Reads reports created by third parties
* Communicates with other departments such as IT and Finance
* Other duties as assigned
* Regular attendance
* Ability to get along with coworkers, customers, and other departments

**Minimum Qualifications**:

*Education/Experience*: High School diploma or equivalent; one to two (1-2) years of work experience is preferred; building inspector licensure is preferred

*Language Skills*: Must be able to communicate verbally and in writing when helping customers over the phone and in person

 *Mathematical Skills*: Basic math skills

*Reasoning ability*: Ability to resolve conflicts; ability to understand or interpret information on structural plans, reference materials, and FEMA maps

*Other Skills and Abilities*: Proficient in Microsoft office (Including Word, Excel); ability to use necessary tools and equipment; effectively able to communicate negative information

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

*The job description for the position of Building Inspector (FT) for the Bedford County Building and Codes Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.*

 Signature Date

*\*\*Bedford County, Tennessee, is an Equal Opportunity Employer In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities*