

BUILDING & CODES OFFICIAL / DIRECTOR

DEFINITION:

The Building & Codes Official / Director is under the general administrative direction of the City Manager. The employee is responsible for administrative, supervisory and technical work in the enforcement of Building and Zoning Codes, and related City Ordinances. Duties also include other support services such as Planning Commission and Board of Zoning Appeals under general supervision. This position is made up of a number of related duties in inspection of buildings for construction and property maintenance Code compliance. Instructions to the employee are general and the employee must consider different courses of action and sometimes deviate from standard operating procedures. Independent judgement is required to complete some tasks.

EQUIPMENT/JOB LOCATION:

The employee will operate a computer, copier, and other modern office equipment. The employee will also operate a light duty vehicle.

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

ESSENTIAL FUNCTIONS OF THE JOB:

- Collects and accounts for building, electrical and mechanical permits.
- Inspects building construction sites for confirming 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.
- Reviews building plans for construction, modification, and renovation; advises contractors/owners of changes required for code compliance.
- Notifies contractors, engineers, architects, subcontractors, and owners of code violations and discusses remedies for deficiencies.
- Responsible for flood plain management.
- Meets with the Planning Commission and the Zoning & Appeals Board, upon request.
- Meets with the Board of Construction Appeals when needed.
- Must establish and maintain an effective working relationship with contractor, public and other employees.
- Ability to evaluate and make independent decisions.
- Ability, physically and mentally, to climb to different heights and function in close quarters for inspections.
- Prepares departmental budget, supervises accurate accounting of collection and expenditures of department funds and makes reports.
- Establishes procedures and work methods to ensure efficient and effective use of department personnel and equipment.
- Organizes, plans, promotes, supervises, develops and directs activities of the Department.
- Reviews and analyzes methods, equipment used, personnel and performance to find methods of increasing effectiveness and efficiency in operation, maintenance and programming activities.

- Directs and supervises staff and performs administrative activities of the Department.
- Conducts yearly Employee Evaluations for the Building & Codes staff.
- Prepares and updates Annual Capital Improvements Plan for the Building & Codes Department.
- Prepares an Annual Report for the Building & Codes Department.
- Coordinates formal and on the job training programs and gives direction and guidance for staff personal development.
- Defines standards and principals of operation to staff and seeks staff input in establishing department goals and objectives.
- Establishes and maintains files, correspondence and records and prepares reports concerning the status of the department and its personnel.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Investigates complaints of building or construction code or fire code violations.
- Assists in the preparation of proposed code changes.
- Consults with builders, contractors, engineers, and architects regarding Building Codes and State guidelines.
- Provides monthly reports regarding permits and fees.
- May supervise other staff.
- Any other tasks as may be necessary to accomplish the essential functions of the position as set to herein.
- Attends staff meetings.
- Attends Council Study Sessions.
- Attends Council Business Meetings.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of construction techniques and contracting procedures.
- Skill in reviewing and interpreting plans and technical specifications.
- Knowledge of State and City building codes governing the construction and maintenance of buildings.
- Knowledge of basic plumbing, mechanical, and electrical functions.
- Knowledge of the geographic area of the City.
- Knowledge of the Federal Flood Plain Regulations.
- Ability to read and interpret maps, construction plans and blue prints.
- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations.
- Ability to enforce rules and regulations firmly, tactfully, and impartially.
- Ability to make math calculations.
- Ability to keep records and make operational reports.
- Ability to intermittently sit, stand and stoop.
- Ability to distinguish between shades of color.
- Work requires use of protective devices, such as, hard hats and work boots.

QUALIFICATIONS

- Current certification as Building Inspector, Plumbing and Mechanical Inspector through the State of Tennessee. Non-certified individual must obtain certification within 6 months of employment. All certifications must be maintained during employment.

- Must possess a valid driver's license through the State of Tennessee.
- Graduation from a high school or equivalent. Additional education or technical training highly desired.
- Minimum 2 years' experience in building construction or inspection, including both residential and commercial construction is desired.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Building & Codes Official / Director (FT) for the City of Shelbyville Building & Codes Department 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.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Signature

Date