

**Building Inspector - Lincoln County, TN  
Job Description**

**Date Posted**                    **November 14, 2018**  
**Closing Date**                **December 19, 2018**

**Location**                    **106 College St., W., Fayetteville, TN 37334**  
**Under supervision of Planning and Zoning Department**

**Hours**                        **Full Time Position 37.5 hours | Monday – Friday**

**Annual Salary**            **\$43,000.00**

**Nature of Work**

This is responsible technical and administrative work assisting with activities associated with the regulation of building construction, gas, mechanical and plumbing installations for Lincoln County. 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. Ensuring all alteration and repair activities comply with building requirements and related regulations. Additional activities include interpreting and enforcing building, housing, mechanical, plumbing, gas and energy codes and providing property inspections and related information to homeowners, contractors, and developers. Incumbents are also responsible for assisting with compliance issues pertaining to the National Flood Insurance Program. Job responsibilities require a high school diploma supplemented with considerable experience in building construction, strong 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 and regulations. Job performance is evaluated by the Planning and Zoning Director through review of the level of compliance of building and remodeling activities with building codes and regulations, 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 re-inspections of residential, commercial, industrial and public facilities for compliance with codes 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 building codes, zoning regulations, 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, permits and related matters to contractors, architects, developers and the public.
- Investigates and attempts to resolve building codes, complaints and/or concerns.
- Performs onsite inspections of soil and footer designs for adequate load transference of planned structures after factoring in such variables as soil type, soil conditions, etc.
- Performs onsite inspections of plumbing systems for residential and commercial structures to ensure the safe discharge of gray water and the potable water system is adequate and sound.
- 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.
- 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.
- 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 or equivalent, supplemented with additional training and/or education in either construction, Architecture, Engineering or closely related field; a minimum of five years of progressively responsible experience as a contractor, engineer, architect, or as a superintendent, foreman or competent mechanic in charge of construction; 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 International Building Codes 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 acceptable grammatical form required for the composition of reports, memorandum and correspondence.
- 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 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.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Skill in diffusing potentially confrontational situations between concerned parties.

### **Necessary Special Requirements**

- Possession of a valid Tennessee Driver's license and the ability to be insured at standard vehicle liability rates.
- Certification by the Tennessee Fire Marshal's Office as a Building Inspector.
- Certification by the Tennessee Fire Marshal's Office as a Plumbing Inspector.
- Certification by the Tennessee Fire Marshal's Office as a Mechanical Inspector.
- Certification by the International Code Council as a Building Inspector.
- Certification by the International Code Council as a Plumbing Inspector.
- Certification by the International Code Council as a Mechanical Inspector.
- Must be completed within 1 year of employment.

Applicants who have a construction background but do not possess the required certifications at time of application are encouraged to apply for this position. The County will provide the means for new hires to obtain the required certifications during the first year of employment. A significant time commitment outside of work hours will be necessary to study and pass the listed examinations.

Questions may be directed to the Planning & Zoning Department at 931-438-5186 or by email to [nharris@lc-tn.com](mailto:nharris@lc-tn.com).