

The Town of Petersburg

Job Posting

Building Codes Inspector

The Town of Petersburg is seeking a qualified candidate for the Building/Codes Department. This is a contracted position as needed for a Building Codes Inspector for Building and Codes Enforcement. The candidate must have the ability to work independently and use effective time management skills to meet deadlines and possess good customer service skills.

The ideal candidate must be able to deal with a variety of people effectively, present themselves in a professional manner, communicate effectively both written and verbally, and have an aptitude for evaluating, analyzing, and interpreting information.

The ability and skill to navigate and use computer systems is necessary and possess a high level of computer skills and aptitude.

This position is responsible for coordinating and conducting inspections of residential properties and commercial. The candidate for this position must be capable and willing to perform at a high level of efficiency for the following tasks:

1. Conduct duties in Planning, Zoning, & Building Department.
2. Conduct building inspections for footing, framing and final building Inspections in accordance with applicable codes and regulations.
3. Manage applicant-requests for inspections, permits, action, and information received via phone, voicemail, text, email, online inquiries by answering calls, emails, texts, and other inquiries, returning calls, replying to messages, and maintaining requested communication with customers.
4. Review plans and documentation submissions for Board of Zoning Appeals (BZA), Planning Commission (PC), and other purposes.
5. Review notification mailings for BZA and PC meetings.
6. Review meeting information to BZA and PC boards.
7. The position is required to work Closely in coordination and communication with the City Staff on a daily basis to complete the Code's Department task and responsibilities successfully.
8. Perform Other duties as assigned.

Education: GED/High School Diploma and some college preferred.

Certification: Must possess Building Inspector Certification.

Experience: Microsoft Office applications, BZA, PC, Inspections, Building & Codes.

Compensation: Based on percentage of Building Permits.

Must agree to a background check and possess a valid Driver's License.

Send resume to townhall@petersburgtn.gov