

BUILDING/CODES INSPECTOR I

Level 8

DEFINITION:

This individual is under the direction of the City Mayor, subject to City Council confirmation, operates and directs the Building, Zoning, Planning and Codes Enforcement Department. Performs technical field inspections and investigative work in enforcement of the adopted Zoning, Building, Plumbing, Mechanical and Property Maintenance Codes to ensure the safety and general welfare of residents and to maintain safety and property values of all structures in the City of Lafayette.

EQUIPMENT/JOB LOCATION:

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

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.

ESSENTIAL FUNCTIONS OF THE JOB:

- Issuing of building permits.
- Responsible for flood plain management
- Meets with the Planning Commission and the Zoning and 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.
- Ability, physically and mentally to climb to different heights and function in close quarters for inspections.
- Enforces Property Maintenance Codes.

EXAMPLES OF WORK PERFORMED AND DUTIES:

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

- Makes field inspections of and approves all phases of public and private construction and improvement work to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations. Issues correction notices, stop work orders and or approvals as required.
- Maintains accurate records of all inspections, investigations and findings including written, electronic and photographic documentation.

- Operates and maintains public office duties, including answering email and phone questions, permit applications, plan reviews, issue building permits, maintains all files and records and other such duties. Issue Certificate of Occupancy and Change of Occupancy documents.
- Provides continuous and ongoing evaluation of construction progress to observe safety procedures and code compliance. Issue stop work orders for work commencing without building permits or not in compliance. Receives complaints in regard to defective or substandard construction or zoning violations and handles enforcement problems.
- Confers and answer questions with architects, contractors, builders and the general public in the field. Conducts plans review of residential and commercial construction, architectural drawings, site plans, surveys, and approves or rejects proposed plans as appropriate.
- Ability to explain and interpret pertinent laws, ordinances, regulations and codes. To enforce such tactfully, impartially and firmly to everyone under stressful circumstance.
- Recommends and, may be required, to draft new ordinances and amendments to existing codes, zoning ordinances, subdivision regulations or other similar regulations/ordinances.
- Assist in the development and administering the annual departmental budget; monitors expenditures to ensure compliance with approved budget.
- Attends various meetings, serves on committees, makes speeches and presentations as needed; and be staff support to the Planning Commission and the Board of Zoning Appeals, as well as the City Council. Assists or prepares agendas and packets of info for such meetings.
- Be the Flood Plain manager for the City of Lafayette. Review all building permit applications for compliance, require Certificate of Elevation, and maintain records for annual audits.
- Monitors inventory of department equipment and supplies; initiates purchase orders for new materials.
- Assists in identifying grant opportunities and grant administration.
- Be required to wear city administered uniforms or appropriate identification, upon approval of the mayor.
- Regularly cleans and maintains department vehicles, equipment and facilities.
- May be designated by the city council as codes Enforcement Officer, handling all complaints and violations of Zoning and Building Ordinance, work in conjunction with the City Attorney. Do investigative work to determine extent of legal actions or punitive remedies taken by the department for resolution of various code violations.
- Serves as the city ADA Coordinator, representing the city in disputes and complaints pertaining to Federal ADA requirements, maintain the city notifications, public access and adjudicates requests for allowed relief and accommodations.
- Work in conjunction with the Property Assessor, to maintain accurate and up to date maps of the City and its Zoning Districts. Aid in census maps.
- Prepare and present monthly reports to the Planning Commission and Mayor; HUD or any other agency, as requested. Reports to the City Council of all the Codes department revenue streams and anticipated future revenues, number of building permits issued; and growth trends, as requested.
- Receives complaints regarding properties and structures in violation of the International Property Maintenance Code and related provisions of the City of Lafayette Municipal Code, and conducts investigations pursuant thereto.

- Performs field inspections of residential, commercial, industrial, and public facilities for compliance with the International Property Maintenance Code and related provisions of the City of Lafayette Municipal Code.
- Cooperates with Police Chief, Fire Chief and Director of Public Works on matters of joint concern.
- Other duties and responsibilities may be at the direction of the Mayor. Such as administrator of certain grants and projects, representative to RPO, and TDOT certifications. Emergency Planning Committee, ICC training and certifications, as well as damage assessments in a disaster situation.

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 mechanical functions.
- Knowledge of the International 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 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 keep records and make operational reports.
- Ability to intermittently sit, stand and stoop.
- Must distinguish between shades of color.
- Work requires use of protective devices, such as, hard hats.
- Ability to make math calculations.

QUALIFICATIONS:

- Two plus (2+) years’ experience in construction projects and related work required.
- This individual must obtain ICC (International Codes Council) Residential and Commercial Building Inspector certification and State license within one year of hire date. **(This employee will be at Level 8 until these certifications are obtained).**
- Possess a valid State of Tennessee driver’s license.
- Graduation from a standard high school, or equivalent.
- The ability to establish and maintain effective working relationships with other employees and the general public.
- Must pass drug screen by licensed physician or drug screening facility.

I have read and understand the above as my job description.

Signature: _____

Date: _____