

Town of Nolensville

Job Description

Job Title: Codes Inspector I

Reports To: Building Official

FLSA: Non-Exempt

I. Purpose of Job

- Performs routine semi-skilled and technical field inspection work for industrial, commercial and residential building projects during all phases of construction, renovation and/or remodeling projects
- issues permits
- works with contractors, industry and the general public to ensure compliance with federal, state, and local codes and standards
- ensures contractual provisions are met

II. Essential Job Duties

Essential duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- 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 and or approvals as required.
- Inspects and approves construction and installation of water and sewer, drainage items and all aspects of construction by builders.
- Reviews building drawings submitted for code compliance.
- Inspection of miscellaneous Town funded projects.
- Provides continuous evaluation of construction progress to observe safety procedures and sound construction practices.
- Issues stop work orders for work commencing without building permits or not in compliance with applicable codes.
- Coordinates inspection activities and schedules with other Town Departments.
- Resolves conflicts within scope of authority.

- Confers with architects, contractors, builders and the general public in the field.
- Maintains records and field notes as applicable to inspections.
- Provides assistance to plans examiner for review of permit applications for residential and commercial building projects.
- Assists with permit applications.
- Performs work in accordance with safety policies and procedures.
- Answers phones.

III. **Other Job Duties**

- Performs other job duties as assigned.

IV. **Primary Job Challenges**

- Primary challenges of this position include keeping up with increasing demand for inspections.

V. **Equipment Operated**

- Operates motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator and telephone.

VI. **Physical Demands and Work Environment**

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required. Hand-eye coordination is necessary to operate testing instruments, computers, and various pieces of office equipment.

While performing the duties of this job the employee is occasionally required to stand, walk, sit, climb or balance, stoop, kneel, crouch, crawl, talk and hear, use hands to finger, handle, feel, or operate objects, tools, or controls. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office setting and in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid

conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

VII. **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- High school diploma or general education degree (GED) required.
- Minimum of three (3) years of construction or inspection experience required.
- Any equivalent combination of education and experience may be considered.
- ICC Certificates and/or State of TN certificates must be obtained within one (1) year of employment.
- Must possess a valid State of Tennessee driver's license or the ability to obtain one prior to employment.
- Must be physically capable to moving about on construction work sites.

Necessary Knowledge, Skills and Abilities:

- Some knowledge of construction principles, practices and methods as applicable to a municipal setting.
- Knowledge of applicable laws, standards, and regulations relating to construction, inspection, and safety.
- Considerable skill in reading and interpreting construction drawings, plans and specifications.
- Skill in operating the listed tools and equipment.
- Skill in applying material testing procedures.
- Ability to prepare, organize and maintain field and office data, reports and systems.
- Ability to perform required mathematical computations.
- Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representative, Town officials and the general public.
- Ability to multi-task.
- Ability to pay attention to detail.

- Ability to establish and maintain effective working relationships with superiors, employees, general public and contractors.
- Ability to understand and follow written and oral instructions.
- Ability to ascertain facts by personal contact, observation, and 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.