



Position Title: Building Inspector

Position Type: Part-Time; Non-Exempt

What we offer: Flexible hours and participation in retirement pension with Tennessee Consolidated Retirement System (TCRS).

Closing Date: Open Until Filled

Salary: Dependent upon qualifications and experience.

**About This Opportunity:**

Performs intermediate skilled technical work performing building, plumbing and mechanical code inspections of residential, commercial, and industrial properties, enforcing various codes, regulations, and the zoning ordinance, reviewing plans, maintaining records and files, preparing reports for board members, and related work as apparent or assigned. Work is performed under the general direction of the City Manager.

**Essential Functions:**

- Inspects residential and commercial buildings under construction, alteration, or repair for compliance with codes; inspects existing buildings for code violations and structural deficiencies; patrols and inspects for building additions occurring without permits.
- Issues stop work orders and issues court citations on non-complying projects.
- Reviews and issues permits; answers technical questions from citizens, professionals, and others regarding code enforcement.
- Reviews building plans and specifications for compliance with codes and other technical requirements; coordinates with other City departments regarding permit approval.
- Coordinates with other City departments regarding permit approval; provides written and verbal communication with professionals.
- Maintains inspection records and results; prepares reports.
- Coordinates with other City departments and inspectors on approval for temporary and regular certificates of occupancy.
- Answers questions; provides information to architects, engineers, and contractors.
- Attend Planning Commission meetings the second Thursday of each month at 6 PM.

**Knowledge, Skills, and Abilities:**

- Thorough knowledge of all types of building construction materials and methods, and of stages of construction, when possible, violations and defects may be easily observed and corrected;
- Thorough knowledge of State building and related codes, laws, and ordinances;
- Ability to detect poor workmanship, inferior materials and hazards of fire and collapse;
- Ability to read and interpret plans, specifications, and blueprints accurately and to compare them with construction in process; firmness and tact in enforcing ordinances and codes;

- Ability to make arithmetic computations;
- Ability to compute structure heights, setbacks, square footage, and gas intake for gas appliances;
- General knowledge in preparing reports; general knowledge in operating standard office equipment and associated software;
- Ability to establish and maintain effective working relationships with building owners, contractors, associates, and the public.
- Knowledge of the Federal Flood Plain Regulations

**Physical Requirements:**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequent standing, walking and using hands to finger, handle or feel and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; worker has frequent exposure to outdoor weather conditions and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and working with explosives; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

**Education and Experience:**

High school diploma or GED and considerable experience in the field of construction and/or the electrical trade, or equivalent combination of education and experience.

**Special Requirements:**

Tennessee Building and Plumbing Inspector Certifications required upon date of hire or obtain certification within one year. Possession of an appropriate driver's license valid in the State of Tennessee.

**How to Apply:**

A City of Townsend employment application is required for consideration. An electronic application is available on our website, [www.cityoftownsend.com](http://www.cityoftownsend.com). Paper applications are available in the City Recorder's office located at Townsend City Hall, 123 Tiger Dr., Townsend, TN 37882. Please submit your application by email to [danny@cityoftownsend.com](mailto:danny@cityoftownsend.com) , by fax to 865-448-9286 or in person at City Hall.

City of Townsend is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.