

Deputy Building Official / Chief Electrical Inspector

Job Details

Job Type

Full-time

Spring Hill, TN • Development

Description

DEFINITION

This is a skilled full-time exempt position under the direction of the Chief Building Official. The incumbents supervise lower-level employees and make the final determination on the enforcement of building / electrical codes. Responsibilities may include assigning tasks and reviewing work; providing training on new and existing codes; interpreting codes; responding to citizen complaints; educating property owners, architects, and contractors on codes; providing information and recommendations to Boards; and preparing operational reports.

EQUIPMENT/JOB LOCATION/PHYSICAL DEMANDS

This position requires the use of various office equipment including but not limited to a personal computer (word processing, spreadsheet generation); telephone, facsimile machine, copy machine, etc. While performing this job, the employee is occasionally required to sit. The employee is frequently required to walk, stand, climb, balance, stoop, kneel, crouch or crawl. He or she must also frequently hear and speak. The employee must also use hands to operate, finger, handle, or feel objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work is occasionally performed indoors in a comfortable, climate-controlled office environment.

ESSENTIAL FUNCTIONS OF THE JOB

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, repeated or a logical assignment to this class.

1. Responsible for assisting the Chief Building Official on the day-to-day activities and workload of the Building Services Department. Oversees and works closely with building / electrical inspectors, code enforcement and clerical staff in the management of permit activities.
2. Effectively trains, mentors, and evaluates the performance of department staff. Supervises building / electrical inspectors in the inspections of buildings / electrical systems during the course of construction.
3. Serves as an in-house expert on code interpretation, regulating the minimum standards of life safety, health and welfare for the community.
4. Enforces building and certain zoning related ordinances to ensure compliance with all relevant codes, ordinances and accessibility laws.
5. Reviews applications for building permits to ensure compliance with building and certain zoning ordinances. Reviews plans to determine conformance with codes prior to issuance of building / electrical permits; coordinates with planners to help ensure the conformance of development proposals with zoning and land use requirements. Works with fire marshal for conformance with fire/life safety codes.
6. Serves as a technical resource to provide professional advice to the Chief Building Official that enables data-driven decision making. Recommends changes to codes, rules and regulations based upon common problem areas and special land use development issues. Attends city board meetings as determined by the development director.
7. Prioritizes and schedules daily inspection requests; reviews inspection records.

8. Receives and responds to concerns and/or complaints from contractors, engineers, departments, business owners, homeowners, citizens, and/or other interested parties; educates parties on building codes and regulations.
9. Monitors regulatory building / electrical code updates, revisions, additions, and/or changes; ensures staff are informed of code changes.
10. Reviews, prepares, and maintains a variety of reports, logs, and/or other related documentation related to inspection results, complaint resolutions, and/or other related issues.
11. Prepares and monitor fees for building / electrical permitting.
12. Responsible for assessing and calculating the development impact fee associated with all large-scale developments.
13. Consistently seeking opportunities for improvement.
14. Performs plan review of residential and non-residential plans.
15. Performs other duties of a similar nature or level.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Prepares official correspondence related to codes violations and other issues.
- Writes reports and other documents related to inspections and violations.
- Maintains records of communication regarding inspections.
- Performs related work as required.

Requirements

REQUIRED KNOWLEDGE SKILLS AND ABILITIES KNOWLEDGE (position requirements at entry):

Knowledge of:

Supervisory principles; Code enforcement principles and practices; Inspection principles and methods; Construction principles and methods; Customer service principles; Applicable Federal, State, and local laws, rules, and regulations; Recordkeeping principles; Computers and related software applications. Understanding of GIS; Understanding of Zoning and land use regulations; Understanding of general municipal process; Understanding of monitoring a department budget;

SKILLS (position requirements at entry):

Skilled in: Monitoring and evaluating subordinates; Prioritizing and assigning work; Troubleshooting problems; Providing customer service; Reading construction drawings, plans, and/or specifications; Interpreting and applying applicable Federal, State, and local laws, rules, and regulations; Maintaining logs and records; Using a computer and related software applications; Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

QUALIFICATIONS Preferred:

Associate degree in construction, engineering, plans examination or a related field, and eight years of construction and or inspection experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. 5 years of supervisory experience Building Official. Minimum: 10 Years of experience in the construction and or inspection experience; High School Diploma

LICENSING REQUIREMENTS (positions in this class typically require):

Plumbing, Mechanical, Electrical and Building Inspector Certification Building Official Certification (must have or within 12 months of employment) ICC Plans Examiner Certification

