

BUILDING CODE INSPECTOR/DEPUTY FIRE MARSHAL

The Town of Signal Mountain is seeking an individual for full-time employment as Building Code Inspector/Deputy Fire Marshal.

Requirements found in job description. Resume and three references must be included in the signed application.

A post-offer drug screen and physical are required.

Applications may be accessed through this website or may be obtained between the hours of 8:00 and 4:30, Monday through Friday at Signal Mountain Town Hall, 1111 Ridgeway Ave., Signal Mountain, TN 37377.

Applications should be returned / submitted between the hours of 8:00 and 4:30, Monday through Friday at Signal Mountain Town Hall, 1111 Ridgeway Ave., Signal Mountain, TN 37377.

Application deadline is September 5, 2014.

The Town of Signal Mountain is an equal opportunity employer and a drug-free workplace.

**Town of Signal Mountain
Position Description**

**Title: Building Code Inspector/Deputy Fire Marshal
Division/Department: Building Inspection**

Purpose:

Employee is responsible for the interpretation and enforcement of Fire, Electrical and Building Codes and Town Ordinances to ensure compliance. This position is under the supervision of the Fire Chief.

Fair Labor Standards Act Service:

Non-exempt.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Assist in the review of architectural plans, construction plans, and specifications for conformance with codes.

Perform field inspections of new construction, remodeling and demolition of buildings. Establish Electrical and Building code compliance and that all premises conform to applicable codes, specifications, and approved construction plans.

Inspect use and occupancy of buildings and premises to verify structural strength, stability, proper sanitation, lighting, and ventilation.

Perform fire code compliance work by enforcing codes pertaining to fire prevention and life safety issues. Investigate compliance issues and initiate fire inspections in commercial, industrial, and government owned properties. Interface with other Town departments regarding technical aspects of fire safety, building construction, and design and requirements of fire suppression and alarm systems.

Provide information and technical assistance to property owners concerning code requirements, complaints, and violations; suggest solutions; offer advice on zoning requirements for variances and special permits, and assist permit applicants with property plot plans; enforce applicable municipal ordinances and issue citations for violations.

Prepare and complete various forms, reports, correspondence logs, investigation reports, violation reports, certificates of occupancy and other documents. Maintain records.

Required Knowledge and Abilities:

Knowledge of Town, State, and Federal laws, ordinances, rules, and regulations, policies and procedures; knowledge of Tennessee and International Codes Council; Building, Fire, Plumbing, Mechanical, and Fuel Gas codes, National Electrical Code.

Knowledge of construction as applied to housing and commercial building; ability to read and interpret plans, inspect and recognize Code or other unsafe violations and methods.

Possess State of Tennessee and International Codes Council (ICC) certifications in: Building (IBC and IRC) and National Electrical Code (NEC)

Ability to obtain and maintain International Codes Council Fire Inspector (1 year), International Codes Council Mechanical and Plumbing Inspector (3 years)

Equipment:

Computer, fax, copier, and other office equipment, GPS; measuring, mapping, and testing equipment; vehicle.

Educational Requirements:

High school diploma or equivalent.

Experience Required:

Three (3) years of experience or equivalent as an engineer, inspector, contractor or superintendent of construction, or any combination of these, or specific training as Municipal Building Inspector; driver's license valid in Tennessee.

Problem Solving Requirements:

Solve a variety of problems in situations where only limited standardization exists.

Writing Skills Required:

Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

Compose moderately complex documentation of a routine nature, i.e., documenting complex studies or summarizing annual department results.

Speaking/Presentation Skills Required:

Interview or discuss detailed information, frequently involving citizen needs, problems or complaints.

Negotiate with outsiders in sensitive and complex situations.

Job Related Communication:

Within the department – daily

With employees in other departments – daily

With employees in other organizations – daily

With the public – daily

Planning and Scheduling:

Moderate planning/scheduling activities for self.

Difficulty of Work:

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

Assignment of Work:

General guidance allowing for employee planning of procedures and methods to attain objective.

Effects of Work Errors:

Errors may cause delays in work or losses in expenditures for material and/or equipment or unjustified work time.

Working conditions:

On average 25 is standing, 50 percent walking, and 25 percent sitting. Approximately 20 to 40 lbs. is required for lifting.

Lifting frequency – some

Bending – very frequent

Pushing and/or pulling loads – some

Reaching over head – very frequent

Kneeling – very frequent

Crawling – very frequent

Climbing ladders – very frequent

Mental/Visual Effort:

Typing/CRT – frequent

Attention to detail – very frequent

Monitoring equipment – frequent

Detailed inspection – very frequent

Transcription/proofreading – very frequent

Adverse Conditions:

Exposure to temperature extremes – very frequent

Construction sites—very frequent

Dangerous equipment – very frequent

Chemicals – frequent

Noise – frequent

Physical Effort/Risk – very frequent

Dangerous and slippery streams—very frequent

Natural hazards and water contaminants—frequent