

BUILDING INSPECTOR/STORMWATER TECHNICIAN

This position serves as the Building Inspector and Codes Enforcement Officer. Employee also assists in the storm water department as a technician. Applicants must possess a building inspection license with the ability to obtain a plumbing and mechanical license within one year. Other requirements may be found in job description. Applications may be obtained at Town Hall, online at www.signalmountaintn.gov, or by calling (423) 886-2177. Completed applications must be turned in to the Town of Signal Mountain, 1111 Ridgeway Avenue, Signal Mountain, TN 37377 by Friday, June 3, 2011 at 4:30 pm. The Town of Signal Mountain is an EEOC employer.

**Town of Signal Mountain
Position Description**

**Title: Building Official/Stormwater Technician
Division/Department: Building Inspection & Stormwater**

Purpose:

Employee is responsible for the interpretation and enforcement of Codes and Town Ordinances related to building to ensure compliance. Employee will also assist with stormwater functions within the Town. This position is under the supervision of the Town Manager and the Public Works Director.

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.

Review architectural plans, construction plans, and specifications for conformance with codes.

Perform field inspections of new construction, remodeling and demolition of buildings. Establish that plumbing, mechanical, electrical and 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 as well as identify any safety hazards in compliance with life safety codes.

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; issue municipal code violations.

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

Serve as staff support to the Design Review Commission and the Board of Zoning Appeals.

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Maintain comprehensive, current knowledge of all applicable laws, regulations, ordinances, and new trends and advances in stormwater as well as assist with the enforcement of local, state, and federal stormwater requirements; conduct inspections and investigations to ensure compliance.

Assist with the Town's stormwater pollution prevention program; review and assure implementation of commercial and residential pollutions plans and permits.

Assist with water quality and sampling and stormwater education/information to various groups as mandated by the State under Phase II Permit guidelines.

Review, receive, generate, and process various form materials related to stormwater and water quality.

Required Knowledge and Abilities:

Knowledge of Town, State, and Federal laws, ordinances, rules, and regulations, policies and procedures; knowledge of Tennessee and International Building, Fire, Plumbing, Mechanical, and Fuel Gas codes, National Electrical Code, and Phase II Stormwater Permit requirements specific to Signal Mountain and in general.

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 and methodology to comply with Phase II and local stormwater ordinance requirements.

Ability to obtain and maintain International Codes Council certification in plumbing and mechanics (within 1 year) and National Code certification in Electric (within 3 years); Ability to obtain and maintain Level I and II stormwater certifications to meet Phase II permit requirement.

Equipment:

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

Educational Requirements:

High school diploma or equivalent.

Experience Required:

Five (5) years experience or equivalent as architect, 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.

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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

Walking in creeks—very frequent

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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

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