

CUMBERLAND GAP BUILDING INSPECTOR

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Performs residential, on-site building and structure inspections for compliance with State and local codes and regulations;
- Notifies contractors, engineers, architects, subcontractors, and owners of code violations and discusses remedies;
- Issues building permits.
- Cites deficiencies and rechecks to make sure corrective action has been taken;
- Advises the public and contractors concerning building, mechanical, plumbing, and other regulations;
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: *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.*

- Knowledge of International Code Council and relevant municipal and state codes;
- Knowledge of construction techniques and contracting procedures;
- Knowledge of building, plumbing, housing, and related codes and basic principles and techniques of building inspection;
- Knowledge and skill in interpreting town's municipal code and various building codes;
- Skills in working in an environment subject to interruptions and changing priorities;
- Skills in conducting building inspections on complex residential and commercial buildings;
- Enforces Property Maintenance Code;
- May issue zoning ordinance violation notices;
- Skills in establishing and maintaining cooperative and effective working relations with builders, contractors, developers, town staff, and the public;
- Skill and ability to communicate clearly and effectively, both verbally and in writing;
- Ability to meet attendance schedule with dependability and consistency;
- Ability to review and interpret plans, technical specifications, and geologist's reports;
- Ability to operate office equipment including PC computer, software applications and other required instruments, equipment, and programs;
- Ability to safely operate a motor vehicle.
- Ability to use logic and reasoning to identify solutions and effectively solve problems;
- Ability to maintain a good rapport and working relationship with customers/contractors and employees.

EDUCATION and/or EXPERIENCE:

- High School diploma or GED equivalent
- State of Tennessee certification or ability to obtain within 1 year of hire date (State Law)
 - Residential Building Inspector
 - Residential Mechanical Inspector
 - Residential Plumbing Inspector
 - ICC Property Maintenance Code Inspector

LICENSES & CERTIFICATIONS: Possess a valid driver's license.

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.*

Ability to pass reasonable fitness and physical standards to safely perform work. Vision and hearing, normal or corrected sufficient to read, write, distinguish colors, and safely operate tools and equipment; dexterity and fitness to grasp, crawl, crouch, bend, stoop, climb, stretch, and walk. The employee is regularly required to talk and perform the physical activities marked below:

Activity		Check 1 column for Frequency of Occurrence		
Check Applicable Activities		Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
X	Standing	X		
X	Walking	X		
X	Climbing: Stairs &/or Ladders	X		
X	Sitting	X		
X	Balancing	X		
X	Bending/Stooping/Kneeling		X	
X	Twisting	X		
X	Squatting	X		
X	Grasping/Squeezing	X		
X	Repetitive movements w/hands	X		
X	Reaching/working overhead	X		
X	Lift &/or carry up to 25 lbs.		X	
X	Push &/or pull up to 40 lbs.	X		

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

Work is conducted outdoors in various weather conditions; indoors in a normal office setting ($\pm 25\%$); in a vehicle. ($\pm 10\%$), and at construction sites ($\pm 65\%$). Noise level ranges from moderate to loud. The environment is generally agreeable but may be dirty and involve exposure to some other disagreeable elements including clutter, tools, construction material, and debris. Employees will be exposed to moving mechanical parts and typical hazards when operating a vehicle, occasionally to airborne particles and fumes.