



## TOWN OF WHITE BLUFF JOB POSTING

**Position: Full-Time**

**Department/Office: Planning and Codes**

**Job Title: Building and Code Enforcement Inspector**

**Reports to: Mayor**

**Location: Town of White Bluff, Tennessee**

**About Us:** The Town of White Bluff is a vibrant and growing community nestled in the heart of Middle Tennessee. We are dedicated to maintaining our rich heritage while fostering a dynamic future. Join our team and be part of a town that values its employees and the community it serves

**Salary: Competitive, based on experience and qualifications.**

### **Job Requirements:**

#### **Proof of Education, Certifications, and/or Relevant Experience is Required.**

**Education:** Bachelor's degree from an accredited college or university in a construction or engineering related major. The substitution of a specific associates degree for the required bachelor's degree may include an associate's degree from an accredited college, university, or technical institution with an emphasis on construction technology or engineering technology.

**Substitution of Experience for Education:** Qualifying full-time experience in one or a combination of the following areas may substitute for the required education on a year-for-year basis to a maximum of four years: (1) architecture or engineering, (2) reviewing architectural or engineering plans to determine compliance with fire and building safety codes, (3) fire or building inspections for buildings under construction.

**Necessary Special Qualifications:** Certified by the International Code Council (ICC), as follows: Certified Residential Building Inspector, Certified Commercial Building Inspector. This position also requires pre-employment screening(s) that includes background check / lift test, in addition to a valid driver's license with no record for the following within the past five years: DUI, reckless driving, license suspension, or more than 4 moving violations.

**Physical / Sensory / Environmental:** Performing physical activities that require movement of your whole body such as walking, climbing, crawling, balancing, or stooping.

**Job Duties and Responsibilities:**

- This position plays a crucial role in ensuring the safety and compliance of residential and commercial construction projects.
- Issues and manages applicable building and related permits.
- Inspects the installation of foundations, floors, walls, roofs, mechanical and electrical systems, and plumbing systems to verify that such systems are installed in accordance with appropriate state laws, codes, regulations, standards, and department rules.
- Inspects structures during construction to ensure that procedures and materials meet approved standards.
- Reviews architectural and engineering construction plans for structures to determine compliance with state laws, rules, codes, regulations, and standards.
- Calculates building area and occupant load of a given space.
- Takes measurements including distances, sizes, decibels, and lighting in the course of inspections.
- Communicates with persons engaging in construction activity to implement corrective measures, which may include delivering stop-work orders.
- Conducts inspections prompted by complaints to determine whether violations have occurred.
- Interprets codes and explains code violations along with recommended changes needed to meet codes for external customers.
- Confers with owners and authorities to explain codes, standards, rules, regulations and recommended resolutions.
- Attends approved training and stays up to date with technological changes, including those in building elements, fire suppression systems, that may affect the application of codes.
- Reviews changes in codes, standards, and rules when changes occur to maintain compliance.
- Responsible for conducting on-site inspections of minimum standards for housing and commercial properties, litter, overgrowth, graffiti, illegal dumping on private property, right-of-ways, abandoned/inoperable vehicles, and removing illegal (bandit) signs.
- Issues warnings, notices, and/or citations to ensure compliance of local codes; enters inspection notes and activities into applicable database; and performs follow-up inspections to ensure violations are resolved.
- Responsible for enforcing life safety issues such as inspecting dilapidated structures; condemning structures and preparing documents for city court hearings.
- Provides monthly permit report for Board of Mayor and Aldermen.
- Represents the Town at relevant board meetings such as Planning Commission and Town Council meetings.
- Communicates with Planning Commission Secretary to place required signage for proposed annexations or rezoning requests on applicable property.
- May be required to perform other duties as assigned.

**Knowledge, Skills and Abilities:**

- Good oral and written communication skills.
- Ability to work with a variety of people including persons engaging in construction, administrative staff, elected officials, and members of the general public.
- Knowledge and experience with Microsoft Office Suites, permitting software, and relevant databases for locating property owner information.
- Knowledge of OSHA laws and regulations.

- Ability to handle sensitive information with discretion and confidentiality.
- Ability to mediate hostile situations.
- Ability to enforce ordinances and regulations with firmness, tact, and impartiality.
- Ability to occasionally work evenings and respond to emergencies as necessary.

**References:** Professional references are required upon request.

**Benefits:**

- Competitive salary
- Health Insurance with the option of additional vision insurance
- Participation in the Tennessee Consolidated Retirement System
- Paid time off and holidays
- Professional development opportunities

**How to Apply:**

Interested candidates are encouraged to submit a cover letter and resume to Stephanie Murrell, Mayor, Town of White Bluff at [stephanie.murrell@townofwhitebluff.com](mailto:stephanie.murrell@townofwhitebluff.com). Please include " Building and Code Enforcement Inspector" in the subject line.

The Town of White Bluff is an equal opportunity employer and values diversity in our workforce. We encourage all qualified individuals to apply.