

Building and Zoning Inspector

Nature of Work

This is very responsible work involving the enforcement of the Loudon County Zoning Resolution, the adopted building codes, and other regulatory laws and codes. Responsibilities include issuing permits and conducting comprehensive inspections of residential, commercial, and industrial construction for compliance with regulatory building, plumbing, mechanical, and accessibility codes, and zoning resolutions. This position enforces all applicable laws and regulations regarding erosion and sedimentation control. This position requires the ability to inspect building sites, which may involve walking over rough terrain, avoiding hostile animals, dealing with angry people, and bad weather conditions. The Building and Zoning Inspector is under the general supervision of the Building Commissioner. Performance is reviewed by the Building Commissioner to ensure accuracy, completeness, and adherence to policies and procedures.

Work Requirements

- Serves as an initial contact for the public and provides information about building or zoning in Loudon County.
- Travels throughout the county checking for possible zoning violations.
- Posts and retrieves variance and special exception signs and reports activities at the monthly Board of Zoning Appeals meetings.
- Provides daily guidance to the public, architects, engineers, and building contractors on interpretation of regulatory codes and laws.
- Reviews submitted plans for compliance with all applicable codes before permits are issued.
- Issues building permits and collects permitting fees.
- Schedules daily inspections and meetings/conferences.
- Monitors all phases of the construction process and maintains records and reports regarding inspections and engineering evaluations.
- Investigates reported building, zoning, burning and erosion control violations.
- Initiates correspondence notifying property owners of zoning violations.
- Initiates appropriate enforcement actions to ensure violations of building, plumbing, mechanical, and accessibility codes and zoning laws are corrected.
- Performs follow-up inspections to ensure compliance with building codes, zoning resolutions and erosion control laws.
- Issues stop orders.
- Develops written reports, documents evidence, and testifies at court hearings.
- Assists the Building Commissioner as required.
- Performs general office work (phones, computer, office machines, filing, etc.).
- Other related duties as required.

Necessary Qualifications

Graduation from an accredited high school or possession of a general equivalence diploma (GED) is required. A minimum of 5 years experience as a building inspector, zoning inspector, engineer, architect, or as a superintendent, foreman, or competent mechanic in charge of construction work, or any equivalent combination of education and experience which provides requisite knowledge, skills, and abilities, including but not limited to:

- Ability to maintain Building Inspector Certification by the Tennessee State Fire Marshal's Office and other certifications as necessary.
- Thorough knowledge of the adopted building, plumbing, mechanical, and accessibility codes and the Loudon County Zoning Resolutions including the cities of Greenback and Philadelphia.
- Thorough knowledge of the Loudon County Subdivision Regulations.
- Knowledge of the Tennessee Code Annotated.
- Knowledge of common construction practices.
- Knowledge of soil erosion and sedimentation control requirements.
- Ability to read and understand building plans and specifications and storm water drainage plans.
- Ability to read maps and find sites throughout the county.
- Ability to safely operate a vehicle in all traffic and weather conditions.
- Ability to utilize strong oral and written communication skills.
- Ability to input and retrieve computerized data.
- Knowledge of computer applications (Microsoft Word and Office, Excel, etc.).
- Ability to work with minimum supervision.
- Ability to establish and maintain effective working relationships with government officials, citizens, builders, contractors, engineers, and architects.
- Ability to analyze problems and make decisions.
- Ability to enforce codes and regulations firmly, tactfully, and impartially.
- Ability to work in extreme weather and construction site conditions.
- Ability to effectively resolve conflicts and maintain a professional attitude.

Necessary Special Qualifications

- Must possess a valid Class D Tennessee driver's license.
- Certified by the Tennessee State Fire Marshal's Office as a Building Inspector, Plumbing Inspector, and Mechanical Inspector. (Preferred). If not, must be able to obtain certification by the Tennessee State Fire Marshal's Office as a Building Inspector, Plumbing Inspector, and Mechanical Inspector within one year of the date of hire.

Applications can be found on the Loudon County website at:

<https://loudoncounty-tn.gov/generalInformation/employment.php>

Applications and Resumes will be accepted until September 13, 2019 and can be emailed to:

jenkinsj@loudoncounty-tn.gov

or mailed to:

James Jenkins

101 Mulberry Street, Suite 101

Loudon, TN 37774