

Mason, TN
Code Enforcement Officer
(1 Vacant Position)

Applications can be picked up at The Town of Mason City Hall.
Contact Sondra Teamer – 12157 Main Street Mason, TN 38049
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Code Enforcement Officer Job Description

- Investigates conditions, initiates procedures and provides educational programs to abate violations related to zoning ordinances, building codes, housing codes, public nuisances, property maintenance, abandoned vehicles, animals, license regulations and other issues relating to health, safety and welfare of the community for public and private residential, commercial and industrial property
- Assists in resolving complex and sensitive customer service issues, either personally
- Patrols and conducts field inspections of parcels of residential, commercial and industrial land, structures, vehicles and stored materials to ensure compliance with applicable City ordinances and state laws
- Receives and responds to complaints from the public and staff regarding substandard dwellings or structures, zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation and other zoning and municipal code violations
- Conducts field inspections to check for zoning compliance, conducts inspections of existing buildings to determine hazardous conditions; looks for construction or alterations being performed without proper building permits
- Coordinates inspections with other City and County entities.
- Responds to emergencies involving expedited code enforcement activities
- Prepares and issues citations, violations and other notices that outline proper repair, correction methods, time limits, permits and all necessary remedial work required; posts notices relating to required abatements
- Files property tax assessment liens; prepares annual property tax reports; obtains statements from complainants; monitors and re-inspects properties to ensure continued compliance; acts as a liaison with the City Attorney and the courts regarding property abatement
- Tracks vacant and foreclosed properties for required maintenance compliance as specified in the Municipal Code
- Cites vehicles and coordinates the removal of abandoned and illegally parked vehicles; maintains reports on vehicle towing activities.
- Photographs violations; creates files; prepares investigative reports; prepares legal

- Documents, including abatement and inspection warrants and correspondence .

BUILDING/CODES INSPECTOR

DEFINITION:

The employee is responsible for technical work in the enforcement of Building and Zoning Codes and City Ordinances. Duties also include other support services under the general supervision of the City Administrator. Instructions to the employee are general and the employee must consider different courses of action and sometimes deviate from standard operating procedures. Independent judgement is required to complete some tasks.

EQUIPMENT/JOB LOCATION:

The employee will operate a computer, copier, and other modern office equipment. The employee will also operate a light duty vehicle.

Work performed is generally outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, loud noises, and tobacco smoke.

ESSENTIAL FUNCTIONS OF THE JOB:

Collects and accounts for permits

Responsible for flood plain management

Meets with the Planning Commission and the Zoning & Appeals Board.

Inspects building construction sites for conforming to approved plans and compliance with applicable codes and ordinances.

Interprets, explains and enforces codes and ordinances Reviews construction plans to determine if plans are in compliance with permits and codes.

Must establish and maintain an effective working relationship with contractor, public and other employees.

Ability to evaluate and make decisions.

Ability, physically and mentally to climb to different heights and function in close quarters for inspections.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

(Any one position may not include all of the listed duties or duties which may be performed)

Investigates complaints of building or construction code or fire code violations.

Issues building permits.

Assists in the preparation of proposed code changes.

Consults with builders, contractors, engineers, and architects regarding Southern Building Code and State guidelines.

Provides monthly reports regarding permits and fees.

Delivers correspondence to Board of Mayor and Aldermen.

Serves as the enforcement agent for TOSHA and OSHA regulations.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of the Federal Flood Plain Regulations.

Knowledge of State, City and County building codes governing the construction and maintenance of buildings.

Knowledge of basic plumbing and electrical functions.

Knowledge of the Southern Standard Building Code.
Knowledge of the geographic area of the City.
Ability to read and interpret construction plans and blue prints.
Ability to ascertain facts by personal contact, observation, and the examination of records.
Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations.
Ability to enforce rules and regulations firmly, tactfully, and impartially.
Ability to keep records and make operational reports.
Ability to intermittently sit, stand and stoop. must distinguish between shades of color.
Work requires use of protective devices, such as, hard hats.
Ability to make math calculations.

QUALIFICATIONS:

Current certification as Building Inspector, through State of Tennessee.
Non-certified individual must obtain certification within 6 months of employment. Must Possess a valid driver's license through the State of Tennessee.
Graduation from a standard high school, or equivalent, or 5 years experience in building construction or inspection.
Must pass drug screen by licensed physician.
Must meet City's "Weight Control Policy."