Job title: Combination Inspector  
FLSA: Non-Exempt

Job Group: Building & Codes  
Safety Sensitive: Yes

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform a variety of tasks associated with advanced technical building inspection (State Certified) to enforce building, plumbing and mechanical codes, regulations and ordinances for both residential and commercial construction.

SUPERVISION

General supervision is provided by The Building Official.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Adhere and comply with the City of Mt. Juliet Personnel Policy and Procedure Manual.
2. Inspect residential and commercial buildings during various stages of construction and remodeling; enforce compliance with current City of Mt. Juliet codes, ordinances and regulations; recommend modification and adjustment as necessary; provide timely and thorough reports of each inspection.
3. Approve inspected areas for certificates of occupancy.
4. Inspect existing residential and commercial structures for change of use, occupancy, or compliance with current City of Mt. Juliet codes and ordinances.
5. Inspect foundation, Plumbing, Mechanical, concrete, steel, masonry, wood construction, framing, plastering, installations and a large variety of other complex and routine building system elements for both residential and commercial construction.
6. Confer with architects, contractors, builders and the public; explain and interpret requirements and restrictions of current City of Mt. Juliet codes and ordinances.
7. Receive calls and answer questions regarding permits and code requirements.
8. Maintain files and reports regarding inspection activities and findings on all active projects.
OTHER DUTIES AND RESPONSIBILITIES

1. Participate in pre-construction meeting with architects, engineers and contractors to explain code and local regulations as related to new project construction.
2. Oversee maintenance of assigned vehicle
3. Investigate and resolve complaints; determine compliance with City codes and ordinances; recommend appropriate actions.
4. Assist with other Inspectors and related staff as appropriate.
5. Work with other department and city employees as needed.
6. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High school diploma or equivalent.

EXPERIENCE

Five years of increasingly responsible building construction and/or inspection experience.

LICENSES AND CERTIFICATES

Possession of a valid Tennessee driver’s license.

State Certified Commercial Building, Plumbing and Mechanical Inspectors Certifications from the International Code Council or, other recognized National Certification group. (Electrical Certification is a plus)

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

-Complex principles and techniques of building construction and building inspection.
-Principles of structural design and engineering mathematics.
- Residential and commercial construction, materials and methods of construction.
- Safety standards and methods of building construction for commercial, industrial and residential buildings.
- Occupational hazards and standard safety practices necessary in the area of the work assigned.
- Pertinent federal, state and local laws, codes and regulations.

**SKILL IN:**

- Organizing daily inspections, inspection files, inspection reports and test reports.
- Detecting code violations within all required construction.
- Analyzing plans for existing and new structures for code compliance using specialized technical equipment as assigned.

**ABILITY TO:**

- Learn building related codes and ordinances adopted and enforced by the City, including currently adopted Building Codes.
- Interpret and apply pertinent federal, state and local laws, codes and regulations.
- Read and interpret complex plans specification and codes.
- Determine if construction systems conform to City Code requirements.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials.
- Detect deviations from plans, regulations and standard construction practices.
- Advise on codes compliance for standard construction methods and requirements for residential, commercial and industrial buildings.
- Make mathematical computations rapidly and accurately
- Enforce regulations fairly, firmly, factually and with proper public relations skills.
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of Work
- Pass medical physical examination and drug test
Meet the City’s driving standards

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for
• Making observations
• Operating assigned equipment
• Reading and writing
• Communicating with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following.
• Climbing, stooping, twisting, reaching above the shoulder and kneeling to perform building inspection duties.
• Walking, standing and sitting for extended periods
• Pushing, pulling or lifting equipment and supplies occasionally weighing up to 60 lbs.
• Exposure to dirt, electrical hazards, temperature extremes, high work places, varying noise levels, toxic materials, air contaminants and temperature and weather extremes.

I hereby acknowledge receipt of the job description by my signature listed below.

___________________________________________  _________________________
Employee Name                              Date

DATE ISSUED:  July 2010

REVISION DATE: January 2016