



Codes Officer - 5548 Franklin Pk, Ste 101, Nashville, TN 37220

The City of Oak Hill is seeking a qualified candidate for the Building/Codes Department. This is a full-time Building Codes Inspector position for Building and Codes Enforcement. The candidate must have the ability to work independently and use effective time management skills to meet deadlines and possess good customer service skills. The ideal candidate must be able to deal with a variety of people effectively, present themselves in a professional manner, communicate effectively both written and verbally, and have an aptitude for evaluating, analyzing, and interpreting information. The ability and skill to navigate and use computer systems is necessary and possess a high level of computer skills and aptitude.

This position is assigned to the Codes Department for coordinating and conducting inspections of residential properties. The candidate for this position must be capable and willing to perform at a high level of efficiency for the following tasks:

1. Daily duties in Planning, Zoning, & Building Department.
2. Conduct building inspections for footing, framing and final building Inspections in accordance with applicable codes and regulations.
3. Manage applicant-requests for inspections, permits, action, and information received via phone, voicemail, text, email, online inquiries by answering calls, emails, texts, and other inquiries, returning calls, replying to messages, and maintaining requested communication with customers.
4. Conduct permit transactions using an online permitting program with in-office customers.
5. Place and remove City public notification signs.
6. Manage plans and documentation submissions for BZA, PC, and other purposes.
7. Notification mailings for BZA and PC meetings and provide meeting information to BZA and PC boards.
9. Set up and facilitate BZA and PC meetings by making packets for each member.
10. Prepare Planning, Zoning, & Building information for website management updates.
11. Managing and accessing accurate and orderly electronic and hard files and records.
12. The position is required to work closely in coordination and communication with the City Staff on a daily basis to complete the Code's Department task and responsibilities successfully.
13. Perform Other duties as assigned.

Education: GED/High School Diploma and some college preferred.

Certification: Building Inspector Certification.

Experience: Microsoft Office applications, BZA, PC, Inspections, Building & Codes.

Competitive Compensation: Based on experience as inspector, Annual Range \$75,000 to \$85,000.

Must agree to a background check and possess a valid Driver's License.

Benefits Include:

- 14 paid holidays (may fluctuate per State Holidays)
- Paid vacation and paid sick leave
- 401K retirement match 7.0%
- TCRS Retirement
- Paid medical, dental, and vision to include family coverage.
- Shared City vehicle