Position Title: Codes Director  
Department: Codes  
FLSA Status: Exempt - Salaried  
Salary Grade/Range: Grade: L  Range: $80,713 - $93,526  
Supervision: Assistant City Administrator  
Last Reviewed: 9/6/2023

Job Summary

This classification is responsible for planning and directing codes and zoning enforcement for the City of La Vergne. Duties and responsibilities include reviewing and approving zoning plans, performing zoning and building inspections, and providing technical assistance to City boards, residents, contractors, and other vendors. This classification also performs a variety of supervisory, administrative, and professional work in the development and implementation of community development plans, programs, and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job. Other duties may be required and assigned.

- Plans and directs city-wide building, municipal code, and zoning enforcement functions.
- Serves as the city building official
- Review and approve building plans. Maintain these plans as needed.
- Performs building inspections of residential, commercial, and industrial construction from inception through completion and enforces compliance with the adopted building codes of the city.
- Performs zoning inspections.
- Answers questions in the office and field regarding the appropriate building codes to ensure compliance.
- Issues certificate of occupancy when new construction is completed.
- Oversees the permitting functions of the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection, and occupancy.
• Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, inspections, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.
• Performs inspections on existing structures to ensure the safety of the occupants; requires improvements or condemns these structures when appropriate.
• Attends Planning Commission, Board of Zoning Appeals, Construction Board of Adjustment and Appeals, and Board of Mayor and Alderman meetings as needed to provide staff support and assistance to these appointed boards and/or committees.
• Monitors inter-governmental and legislative decisions affecting department operations and takes appropriate action.
• Supervises the Codes Department. Responsibilities include interviewing, hiring, training employees, planning, assigning, and directing work, motivating and evaluating assigned staff, reviewing progress, conducting performance appraisals, corrective action, performance counseling, and problem resolution in a timely manner.
• Provides leadership and direction; coordinates department activities with other departments and agencies as needed.
• Provides professional planning and building code advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups, and the general public.
• Prepares and administers the annual operating budget for the department. Assures that assigned areas of responsibility are performed within budget; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
• Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
• Maintains harmony among workers and resolves grievances; Assists subordinates in performing duties.
• Prepares a variety of studies, reports, and related information for decision-making purposes.
• Supervises the evaluation of land use proposals to ensure compliance with applicable City, State, or Federal laws. Oversees approval of sign permits, subdivision plats, boundary line adjustments, and minor land development proposals within the scope of authority and responsibility.
• Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning and building codes.
• Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
• Serves as the floodway and flood fringe district ordinance administrator for the city.
• Any other duties as assigned.

MINIMUM QUALIFICATIONS

• Bachelor’s degree in construction management, business, land-use planning, urban planning, public administration, or a closely related area with no fewer than 10 years’ experience or equivalent as an architect, engineer, inspector, contractor, or superintendent of construction, or any combination of these, 5 years of which shall have been supervisory experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
• Must be at least 18 years of age.
• Must possess a valid Tennessee Drivers’ License.
• Certification from the International Code Council as a Certified Building Official preferred or must be obtained within 12 months of employment with the City of La Vergne. Certification as a Master Codes Professional is preferred.
• **Must** have certification as a residential and commercial building inspector from the International Code Council. **Must** have certifications for plumbing and mechanical for residential and commercial from the International Code Council.
• **Must** have certification as a building/fire inspector from the State of Tennessee or obtain within 6 months of employment with the City of La Vergne.

**SKILLS, KNOWLEDGE AND ABILITIES**

• Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of personal computers and GIS applications.
• Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.
• Ability to establish effective working relationships with architects, contractors, developers, owners, supervisors, elected officials, employees, and the general public; Ability to prepare and analyze comprehensive and technical reports and data.
• Must be able to correctly wear appropriate personal protective equipment when required.

**PHYSICAL DEMANDS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is performed mostly in office settings. Outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

**THE CITY OF LA VERCNE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES.**