

Town of Louisville, Tennessee

Job Title: Building Inspector / Codes Enforcement Officer

Department: Building & Codes

Reports To: Town Administrator

FLSA Status: Non-Exempt

Pay Grade: \$23.00 – \$30.00 per hour. Actual starting rate will be determined based on the candidate's qualifications, experience, and applicable certifications.

Date: November 6, 2025

Position Summary

The Building Inspector / Codes Enforcement Officer is responsible for ensuring that all residential and commercial construction, renovation, and land use activities within the Town of Louisville comply with applicable building codes, zoning regulations, and municipal ordinances. The position performs inspections, reviews plans, and enforces local and state codes to promote safe, orderly, and attractive development.

This role requires close collaboration with the contracted Town Planner, and frequent interaction with citizens, property owners, and contractors. The employee must exercise professionalism, diplomacy, and strong communication skills in all public and interdepartmental dealings.

Essential Duties and Responsibilities

Building Inspections

- Review and evaluate building plans, specifications, and permit applications for compliance with the International Building Code (IBC), International Residential Code (IRC), and other adopted standards.
- Conduct on-site inspections of residential and commercial structures at various stages of construction.
- Issue permits, stop-work orders, and certificates of occupancy in accordance with town ordinances and code requirements.
- Identify unsafe or non-compliant construction practices and ensure corrective actions are taken.

Codes Enforcement

- Enforce Town ordinances and regulations relating to property maintenance, zoning, signage, and nuisance abatement.
- Investigate complaints, conduct field inspections, and document violations through detailed reports and photographs.
- Work cooperatively with residents and business owners to achieve voluntary compliance whenever possible.
- When necessary, prepare and issue citations, notices of violation, or present evidence in municipal court.

Coordination and Communication

- Work closely with the contracted Town Planner to ensure alignment between code enforcement, zoning review, and community planning goals.
- Communicate effectively and professionally with citizens, contractors, developers, and public officials.
- Respond promptly and courteously to public inquiries, explaining code requirements and inspection results in clear, respectful language.
- Provide guidance to applicants throughout the permitting and inspection process, promoting transparency and consistency.

Administrative and Reporting

- Maintain accurate and organized records of inspections, permits, violations, and enforcement actions.
- Prepare reports for the Town Administrator, Planning Commission, and Board of Mayor and Aldermen as requested.
- Stay current with updates to building and zoning codes through ongoing training and certification programs.
- Participate in meetings and continuing education to enhance professional knowledge and effectiveness.

Qualifications

Education & Experience:

- High school diploma or GED required; associate or bachelor's degree in construction management, engineering, or related field preferred.
- Minimum of three (3) years' experience in building inspection, construction, or code enforcement.
- Experience working in a municipal or governmental environment is preferred.

Certifications:

- Possession or ability to obtain certification(s) from the International Code Council (ICC) as a Building Inspector, Residential Inspector, or Code Enforcement Officer within 12 months of hire.
- Valid Tennessee driver's license required.

Knowledge, Skills, and Abilities:

- Working knowledge of building construction, electrical, plumbing, and mechanical systems.
- Familiarity with zoning, property maintenance, and land use regulations.
- Excellent verbal and written communication skills, with the ability to explain technical concepts clearly to non-technical audiences.
- Strong interpersonal skills and the ability to maintain composure and professionalism in sensitive or challenging situations.
- Competence in computer applications and recordkeeping systems.
- Ability to work independently, manage multiple priorities, and make sound, objective decisions.

Working Conditions

- Work is performed both in an office setting and in the field.
- Fieldwork involves exposure to varying weather conditions and active construction sites.
- May require walking, standing, climbing, bending, and lifting moderate weights.

Compensation and Benefits

- Compensation commensurate with qualifications and experience.
- Eligible for Town of Louisville employee benefits package, including health insurance, retirement contributions, paid time off, and training opportunities.



Town of Louisville

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date of Birth: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____ Date Available: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Job Skills/Qualifications/License

Do you have CDL(s): YES ☐ NO ☐ If so, what class of license to you hold: _____

Please list all equipment, skills, and qualification you possess for the position for which you are applying: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

At-Will Employment

The relationship between you and the Town of Louisville is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Town of Louisville. No representative of Town of Louisville has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and the Mayor.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____