The Town of Signal Mountain is now accepting applications for the position of:

Building Code Inspector

Responsibilities include, but are not limited to:

• Assist in the review of architectural plans, construction plans, and specifications for conformance with codes.
• Perform field inspections of new construction, remodeling, and demolition of buildings.
• Inspect use and occupancy of buildings and premises for proper sanitation, lighting, and ventilation.
• Works with the Fire Department and other municipal departments in the administration and enforcement of fire and life safety codes and other municipal codes.
• Answers inquiries from the public regarding construction and land use and meets with contractors and property owners who are building structures. Meet with property owners in the administration and enforcement of municipal code including property maintenance violations. Works with Building Official and other Town departments in the investigation and issuance of notices of violation and citations.
• Types, prepares, or completes various forms, reports, correspondence, logs, lists, signs, receipts, notices, case files, or other supporting documentation in performance of essential functions and incompliance with Town’s adopted record management and retention policies.
• Perform other duties as assigned.

The candidate should have:

• 3 years of experience in building construction industry, skilled construction trades or in comparable code enforcement work.
• High school diploma or GED supplemented by technical or college level courses in building construction, electrical, mechanical, or structural engineering or related areas.
• Must possess and maintain a valid Tennessee motor vehicle operator’s license
• Possess or have ability to obtain building inspect certification within 12 months from date of employment and maintain same from the International Code Council (ICC) as required in Chapter 0780-02-15 of the State of Tennessee Department of Commerce and Insurance, Division of Fire Prevention.
• Possess electrical code inspection certification upon employment within Town or ability to obtain within an agreed upon period with the understanding that certification as electrical code inspector is required before conducting any electrical code inspections per requirements of the State of Tennessee.
• Ability to obtain and maintain other specialty certifications as may be necessary including, but not limited to, residential, energy conservation, unsafe building, property maintenance, swimming pool, and accessibility as may be provided by the International Code Council (ICC) to administer and enforce all such adopted regulations within the Town.
• Knowledge of local, state, and federal laws, ordinances, rules and regulations and policies and procedures.
• Knowledge of residential and non-residential construction.
• Ability to read and interpret plans and specifications, inspect, and recognize building code and related code violations.
• Ability to operate proficiently a personal computer and smart tablet, audio/video recording equipment, general office equipment, or other equipment as necessary to complete essential functions.

The pay range is $22.16-26.60/hour based on experience and certifications, 40 hours per week, typically between 8AM-4:30PM.

Applications can be submitted:
1. In person between the hours of 8:00 am – 4:30 pm, Monday – Friday at Signal Mountain Town Hall, 1111 Ridgeway Ave. Signal Mountain TN 37377
2. Mailed directly to: Town of Signal Mountain, Attn: HR Dept, 1111 Ridgeway Avenue, Signal Mountain, TN 37377
3. Emailed to: kmckenna@signalmountaintn.gov

For an application, go to www.signalmountaintn.gov.

It is the policy of the Town of Signal Mountain not to discriminate based on race, color, national origin, age, sex or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.