

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: BUILDING CODES ASSISTANT DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform work associated with ensuring the enforcement of municipal and building code standards for protection of life, safety, and welfare of the general public, contractors and occupants. Duties and responsibilities include assuming responsibility for departmental operations in absence of supervisor, assisting in coordinating/directing departmental work activities, interpreting and enforcing all municipal and building codes, performing site inspections, coordinating inspection activities, reviewing blueprints and permits, maintaining records, and providing information and assistance. Reports to Building Codes Director.

ESSENTIAL FUNCTIONS

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. Other duties may be required and assigned.

Interprets, administers and enforces the provisions of applicable federal, state and local building codes, housing codes, municipal codes, and zoning ordinances.

Reviews architectural drawings and construction plans to determine compliance with applicable codes.

Inspects and approves alternate construction materials and methods.

Performs site inspections of commercial buildings and related systems for compliance with approved plans and with applicable codes.

Coordinates inspection activities with owners, contractors, other inspectors, or other individuals.

Performs the duties of Building Codes Official in absence of same.

Assists in planning, organizing and directing overall activities of the Building Codes Department, to include financial issues, personnel issues, governmental communication, codes enforcement, and zoning enforcement.

Reviews and resolves complaints about pertinent codes issues; provides information concerning requirements of building codes and construction standards; discusses problem areas with owners and contractors.

Prepares or completes various forms, reports, correspondence, or other documents.

Receives various forms, reports, correspondence, permits, blueprints, construction plans, architectural drawings, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.

Answers incoming telephone calls; provides information, guidance and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, county officials, property owners, contractors, developers, inspectors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of laws/regulations pertaining to building codes and inspection activities, and of changes in municipal codes or ordinances; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree or Vocational/Technical degree with training emphasis in Mechanical Engineering, Construction, or related field; supplemented by two (2) years previous experience and/or training involving progressively responsible experience involving building codes enforcement and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Building Inspector certification and Building Plan Examiner certification by ICC or other recognized testing agency. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, division, and basic algebra; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, electric currents, traffic hazards, or bright/dim light.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Inspections
Surface: Constructions sites, Office
Estimated Total Hours: 5

2. SITTING

Tasks: Scheduling, plans review, phones, reports, typing
Estimated Total Hours: 2.5 **Maximum Continuous Time:** 1

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X	X	X	X	
11-25 lbs		X			
26-50 lbs			X		
51-75 lbs					
76-100 lbs					
>100 lbs					

4. CLIMBING

Tasks: Performing inspections
Device: Stairs, steps, ladders
Height: 10 feet
Frequency: Daily/weekly

5. BENDING/SQUATTING/KNEELING

Tasks: Inspections-crawl spaces, ditches, measuring
Frequency: Daily/weekly

6. REACHING

Tasks: Inspections-smoke detectors, measuring

Hands Used: RIGHT LEFT **BOTH X**

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>25</u> % of time
Outside	<u>75</u> % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash		X

9. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Ladder, flashlights, measuring devices, phones, calculators, computer

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee’s primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers?

2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓		
✓		
✓		

Employee's Signature

Supervisor's Signature

Date

Date