

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: BUILDING CODES DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform specialized 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 supervising assigned employees, coordinating and directing departmental work activities, interpreting and enforcing all municipal and building codes, County zoning regulations, and other adopted ordinances, reviewing blueprints and permits, preparing departmental budget, maintaining records, and providing information and assistance. Reports to County Mayor.

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.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Plans, organizes and directs overall activities of the Building Codes Department, to include financial issues, personnel issues, governmental communication, codes enforcement, zoning enforcement, and other adopted ordinances.

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

Inspects, approves, and/or designs alternate construction materials and methods.

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

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.

Coordinates requirements of National Flood Insurance Program; serves as Floodplain Management Administrator for Rutherford County's Flood Plain Management Program; enforces zoning and development permits on all construction (new or additions) and for projects of filling or grading in flood hazard areas; enforces county regulations and submits biennial reports to FEMA.

Plans prosecution procedures for code violators.

Assists with implementation of ADA compliance for county-owned office buildings.

Rutherford County, Tennessee • Building Codes Director

Develops and administers departmental budget; monitors expenditures to ensure compliance with approved budget.

Collects necessary fees and taxes associated with new construction development, land distribution fees, and issuance of building permits.

Reviews/interprets blueprints, architectural drawings, and construction plans.

Reviews and approves special permit conditions; approves "stop work orders" for code violations.

Plans and coordinates appropriate training/educational programs for staff members.

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, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes speeches or presentations as needed.

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 five (5) 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, Building Plan Examiner, and State Fire Marshals 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 function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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 and division; 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 (20-50 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: Construction Site

Estimated Total Hours: 2 **Maximum Continuous Time:** 1

2. SITTING

Estimated Total Hours: 5 **Maximum Continuous Time:** 1

3. LIFTING/CARRYING

Objects:

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

4. CLIMBING

Tasks: Climb ladders to perform inspections

Device: ladder

Height: 10 feet

Frequency: once per week

5. BENDING/SQUATTING/KNEELING

Tasks: Inspections

Frequency: one week

6. REACHING

Tasks: inspections

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	80 % of time
Outside	20 % of time

8. OTHER JOB DEMANDS

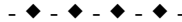
Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

9. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Ladder, tape measure etc. for house and building inspections

10. HAND USE

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



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 (Executive Employee)

~ The following questions to determine whether you've misclassified a worker as an exempt executive:

1. Is the employee's primary duty managing the enterprise or a department or subdivision of the enterprise?
2. Does the employee customarily direct the work of two or more other employees or their equivalent?
3. Does the employee have the authority to hire or fire, and do her recommendations carry significant weight if unauthorized to make the final decision?
4. 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