

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: BUILDING INSPECTOR I**

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### PURPOSE OF CLASSIFICATION

The purpose of this job is to perform specialized work associated with ensuring that buildings, structures, premises, plumbing, electrical, and mechanical systems meet applicable building code standards for protection of life, safety, and welfare of the general public, contractors and occupants. Duties and responsibilities include reviewing blueprints and construction plans, performing site inspections, enforcing applicable codes/regulations, 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.**

Administers and enforces the provisions of federal, state and local building codes and zoning ordinances.

Performs site inspections of construction work, buildings, and related systems for compliance with approved plans and with applicable codes; approves construction work during progressive stages of construction through site visits and inspections of footing, framing, gas systems, plumbing systems, mechanical systems, and final inspections.

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

Provides information concerning requirements of building codes and construction standards; discusses problem areas with owners and contractors; responds to questions or complaints concerning building or construction code violations.

Reviews/interprets blueprints, architectural drawings and construction plans.

Assists in issuing permits as appropriate.

Prepares and/or generates routine correspondence, letters, memoranda, forms, logs, reports, and other documents via computer.

Receives various forms, reports, correspondence, permits, blueprints, construction plans, architectural drawings, manuals, reference materials, or other documentation; reviews, maintains, 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.

Maintains file system of departmental records.

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.

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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 building inspection certification and/or other professional affiliations; attends classes, workshops, and training sessions as appropriate.

Issues violation notices and stop-work orders, confers with homeowners, contractors, sub-contractors, and authorities to explain regulations, evaluate and recommend recertification and solutions.

Uses measuring devices to measure dimensions, verify level alignment and elevation of structures, equipments and fixtures. Also uses test equipment, such as concrete strength measurers, to perform inspections and ensure compliance to building plans and codes.

Reviews and interprets construction plans, blueprints, site layouts, specifications and construction methods to ensure compliance to legal requirements and safety regulations.

Maintain daily logs and supplement inspection records with photographs, maintain file system of department records.

Performs on-site inspections periodically throughout the building process for local and State mandated Storm Water and Erosion Control compliance.

### **ADDITIONAL FUNCTIONS**

Operates a motor vehicle to conduct inspections or other work activities; responsible for maintaining records and maintenance of vehicle.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving building inspection; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain International Code Council (ICC), Building Inspector, One and Two Family Dwelling Inspector certification within one (1) year of employment, and maintain valid certification thereafter. 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 provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**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, wind load, BTU, and energy efficiency; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**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:** construction site  
**Estimated Total Hours:** 5.5

**2. SITTING**

**Tasks:** scheduling, letters, reports, phone  
**Estimated Total Hours:** 2 **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:** Ladders, stairs, etc. to perform inspections  
**Device:** ladders, stairs

**Height:** 10 feet

**Frequency:** daily

**5. BENDING/SQUATTING/KNEELING**

**Tasks:** inspections crawlspaces, ditches, measuring

**Frequency:** daily

**6. REACHING**

**Tasks:** inspections-checking 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	15 % of time
Outside	85 % 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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date