



JOB TITLE: Certified Building Inspector

FLSA: Non-Exempt

Cheatham County is seeking to hire a Certified Building Inspector who will perform tasks associated with advanced technical building inspection.

Job Objective:

Inspects all phases of construction for remodels, additions, new building, and existing buildings and dwellings for compliance with the locally adopted International Building Codes and other regulatory requirements.

Job Description:

Prepares for, conducts, and follows up on inspections of remodels, additions, new buildings, and existing buildings.

Reviews plans and specifications for compliance with regulatory codes.

Meets with contractors, architects, engineers, and homeowners on matters relating to code regulations.

Inspects structures during construction to ensure the procedures and materials meet approved standards.

Follows-up with the re-inspections to verify compliance with regulations and approved plans.

Takes corrective actions against code violators.

Patrols and inspects for work being done without permits.

Issues stop work orders and citations for failure to comply with regulatory codes.

Makes court appearances to prosecute code violators.

Performs administrative duties.

Maintains accurate records and files.

Prepares daily field inspection reports.

Uses a computer to input and retrieve information.

Communicates with the public on issues related to building codes

Stays current with technical publications.

Attends various meetings and training sessions.

Qualifications:

High School Diploma/GED and (5) years of skilled construction work, construction inspection, building construction, or related experience. A valid "Class D" driver's license. ICC & State of Tennessee Certified in BUILDING, MECHANICAL, & PLUMBING, or the ability to obtain certifications in (1) one year.