



Haywood County Building Department

Job Opportunity

We are seeking a Code Enforcement Officer

Salary is based on experience with Benefits

Salary range \$33,800.00 \$44,000.00

Serious Inquiries Only

11 S. Lafayette in Brownsville Tn.

All resumes can be emailed to rhendrix@haywoodtn.gov or drop off at
the office

Deadline for submission of resumes is September 13, 2024

****We reserve the right to accept or deny any applicant****



Haywood County Building and Code Inspector

Definition:

The Inspector is responsible for technical work in the enforcement of Building and Zoning Codes and County Ordinances. Duties also include other support services under the general supervision of the Building Inspector. Instructions to the Inspector are general and the Inspector must consider different courses of action and sometimes deviate from standard operating procedures. Independent judgment is required to complete some tasks.

Equipment / Job Location:

The Inspector will operate a computer, copier, and other modern office equipment. The Inspector will also operate a light duty vehicle. Work performed is generally outdoors and some tasks may be performed regardless of weather conditions when necessary. The Inspector will be exposed to dirt, dust, loud noises, and tobacco smoke, rain and mud.

Qualification:

- Current certification as Building Inspector, through State of Tennessee.
- Non-certified individual must obtain certification within 12 months of employment.
- Must possess a valid driver's license through the State of Tennessee.
- Graduation from a standard high school, or equivalent, and 5 year's experience in building construction or inspection.
- Must pass drug screen by licensed physician.

Essential Functions of The Job:

Collect and accounts for permits

Meets with the Planning Commission and the Zoning & Appeals Boards.

Inspects building construction sites for conforming to approved plans and compliance with applicable codes and ordinances.

Interprets, explains and enforces codes and ordinances. Reviews construction plans to determine if plans are in compliance with permits and codes.

Must establish and maintain an effective working relationship with contractor, public and other employees

Ability to evaluate and make decisions.

Ability, physically and mentally to climb to different heights and function in close quarters for inspections.

Investigates complaints of building or construction code or fire code violations.

Assists in the preparation of proposed code changes and admendments of the codes.

Consults with builders, contractors, engineers, and architects regarding Inernational Building Codes and State guidelines.

Provides monthly reports regarding inspections, and violations.

Required Knowledge and Abilities:

Knowledge of the Federal Flood Plain Regulations.

Knowledge of State and County building codes governing the construction and maintenance of buildings.

Knowledge of Building, Plumbing and Mechanical functions for Residential and Commecial.

Knowledge of the current adopted Building Codes.

Knowledge of the geograhic area of the county.

Knowledge of filing and organizing.

Ability to read and interpret construction plans and blue prints.

Ability to ascertain facts by personal contact, observation, and examination of records.

Ability to explain and interpret provision of laws, ordinances, and regulations.

Ability to keep records and make operational reports.

Work may require the use of protective devices, such as hard hats.

Ability to intermittenly sit, stand and stoop. Must distinguish between shades of color.

Ability to make math calculations.