Building Commissioner
Town of Coopertown
5153 Burgess Gower Rd., Coopertown, TN 37172-7203
Salaried position

Position summary:

The Building Official is responsible for supervisory, administrative and field work ensuring compliance with all building and zoning regulations for the Town. Activities associated with the job include responding to complaints, assisting with land use and zoning questions, building inspections and issuance of permits. This position requires processing and review of Board of Zoning Appeals and Planning Commission applications from landowners and developers.

Additional activities include assisting with the maintenance of job-related information including maps and plats, meeting with the Board of Zoning Appeals and Planning Commission, submitting complaints of zoning violations and discussing legal action against property owners with the Town's attorney. This position will be the primary relationship and interactions with the town's external planner.

Essential Functions:

- Directs, supervises and evaluates overall planning, zoning and building activities in Town.
- Ensures all construction and occupancy activity meets applicable Federal, State and local laws and regulations.
- Provides information and resolves customer issues and/or complaints.
- Identifies and establishes goals, objectives and schedules.
- Assists in development of annual department budget.
- Inspects plans for compliance prior to issuance of appropriate permit(s).
- Represents Coopertown in court proceedings regarding enforcement of laws, codes and ordinances.
- Serves as a technical resource and remains updated through continued education and technical resources.
- Coordinates assigned activities with other departments and outside agencies.
- Attends monthly Planning Commission and Board meetings; attend Board of Zoning Appeals and Board of Building and Code Appeals meetings, as needed.
- Prepares and maintains a variety of reports of activities.
- Prepares ordinances and resolutions pertaining to planning, zoning and building codes.
- Performs on-site inspections of construction projects as follow up of request and/or complaints regarding procedures/methods and compliance with terms/conditions of permit -
    - Confers with public for enforcement of nuisance ordinances for maintenance of overall Town appearance;
    - Issues building permits upon plan approvals;
    - Approve and sign all certificates of occupancy/completion; and

- Prepares building code violation cases as the Town's code enforcement officer.

Minimum Qualifications and Required Knowledge, Skills, and Abilities:

Education: High school graduate or equivalent. Associates degree or equivalent preferred.

Requirements: Knowledge of building materials, methods of construction, codes, planning and zoning law.

Experience: Five (5) years in building construction, inspection and/or planning and zoning plus one (1) year of administrative or lead supervisory experience.

Other requirements:

- Ability to pass a drug test.
- Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.
- Knowledge of the Town of Coopertown's zoning ordinances and resolutions.
- Skill in planning, organizing and managing.
- Skill in reviewing a variety of projects to determine if they comply with the Town's short- and long-term community goals and objectives as well as in accordance with applicable building and zoning ordinances.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to use tact, initiative and independent judgment within established procedural guidelines.
- Skill in working effectively in an environment subject to frequent interruptions and changing priorities and exposure to varying environmental conditions during field inspection of in-process construction projects.
- Certification by the ICC as a Residential Building Inspector.
- Certification by the ICC as a Commercial Building Inspector.
- Certification by the ICC as a Residential Mechanical Inspector.
- Certification by the ICC as a Commercial Mechanical Inspector.
- Certification by the ICC as a Residential Plumbing Inspector.
- Certification by the ICC as a Commercial Plumbing Inspector.

Note: The incumbent must obtain a minimum of eight hours (8 CEU's) training in one or more subjects related to Planning and Zoning on an annual basis.

Physical Requirements and Work Environment:

This position must have overall stamina and ability to perform moderate to strenuous physical activity. Job requirements may include the ability to climb, bend and work in tight or confined areas. In addition, close vision, color vision, depth perception and far vision are essential to performance of the position. Corrective lenses may be utilized. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard. The position also requires the ability to lift, carry or move items up to 50 pounds. The nature of the work requires the ability to

tolerate a variety of weather conditions; hot, cold, wet along with pollutants such as fumes, dust and other contaminants found on construction sites. The Building Official may also be required to be available during emergency situations and may be required to work irregular or extended hours as necessary to complete Town business.

Reports to: Coopertown Mayor

FLSA: Exempt

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Benefits:

BC/BS Health Insurance - Premium cost shared by employee/Town
TCRS Retirement plan
Vacation – accrual starts immediately
14 paid Holidays
8 hours Personal Time per quarter
80 hours Sick Time per year
Term Life Insurance provided
Optional – short- and long-term disability, cancer, accident, dental and vision

Examples of Duties and Tasks:

- Responds to complaints and/or inquiries regarding the condition and/or use of property located in Coopertown.
- Consults with property owners in violation of existing zoning and/or building regulations in an attempt to obtain voluntary compliance.
- Pursues appropriate legal action against property owners who fail to conform to established building and/or zoning regulations.
- Answers telephones or greets individuals to provide information and answers general questions regarding planning or zoning issues, construction and building permits, etc.
- Oversees and assists with issuing building permits & pool permits, inspection schedules and road access permits for residential, commercial and modular structures when all building and zoning provisions are in compliance and sends written notification of non-compliance when required.
- Assists in completing rezoning requests and provides owners with signs to be placed on their property.
- Oversees and assists with receiving payments and recording building permits and ensures the proper and timely reconciliation and maintenance of building permit fees.
- Assists in preparing for Planning Commission, Board of Zoning Appeals and Board of Building and Codes Appeals meetings.
- Participates in Planning Commission meetings to provide information and assistance for zoning and building related issues.
- Assists with sending correspondence to property owners who need to obtain building permits and issues follow-up letters for those who fail to respond.
- Oversees requests for payment for zoning ordinance amendments, variance, hardship and other special exception requests.

- Assist with purchase orders and ensures accurate records of expenditures for office supplies and equipment.
- Oversees public notices, meeting agendas and documents for consideration by the Planning Commission and Board of Zoning Appeals.
- Oversees the maintenance of the office filing system and archives.
- Supervises and directs the activities of assigned administrative and technical staff support.
- Coordinates and assists with the preparation and submission of the annual budget and monitoring the receipt and expenditure of funds throughout the fiscal year.
- Provides relevant information to builders requesting inspections, regulations, restrictions, state contractors' licensing requirements, workers' compensation insurance, business license, etc.
- Maintains a comprehensive filing system for building permits, building site plans and related documentation.
- Oversees and assists with responding to complaints and inspects properties with overgrown vegetation, accumulating debris, EMA damage assessments, zoning regulations, etc.
- Assumes responsibility for day-to-day inspections both in the field and within the office.
- Reviews plat plans to ensure project conformity and issues inspection approvals.
- Ensures that all required inspections are obtained and that applicable requirements are met prior to issuance of final inspection approvals and certificates of occupancy.
- Assists with performing on-site inspections on new structures to determine compliance with zoning ordinance requirements.
- Maintains daily reports on all inspections including all necessary inspections reports and records pertaining to inspections.
- Issues, when appropriate correction notices, stop work orders, notices of violation and notices of completion.
- Investigates complaints and violations, performs research, reviews deeds and tax maps to determine property ownership; prepares written reports and correspondence and completes and maintains inspection records, log reports and files.
- Acts as Floodplain Administrator for the Town.
- Prepares substantial damage reports for structures affected by flooding.
- Performs related duties as required.