



Classification Specification Title: Assistant Director Development Services

Department	Public Works	Grade: GS.13
Supervision Received	Director Land Development	FLSA Status: Exempt
Supervisory Responsibility	Chief Building Inspector, Chief Electrical Inspector, Chief Plumbing Inspector, Chief Plans Review, Plans Review Specialists 1, 2, & 3, Inspectors 1, 2, & 3	Established: Apr 15, 2011 Revision: Mar 27, 2026

CLASSIFICATION SUMMARY:

The incumbent in this classification is the Building Official as defined by the International Building Code and is responsible for managing inspection activities required under building, electrical, plumbing, gas, mechanical, energy, accessibility, and life safety codes, zoning for new construction, and other ordinances as adopted by the City. Duties include setting policies and procedures for plan review, inspecting building renovations and new construction, managing subordinate staff, and interpreting applicable codes as adopted by the City. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL: The Assistant Director Development Services is a stand-alone position.

ESSENTIAL FUNCTIONS: *(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

The Assistant Director Development Services shall serve as and shall be the Building Official of the City. As such, they are, in accordance with the provisions of the adopted codes, authorized and directed to enforce the provisions of the codes and shall have the authority to render interpretations of the codes and to adopt policies and procedures in order to clarify the application of the provisions of the codes adopted by the City.

Supervises building inspection supervisors and includes: prioritizing and assigning work; conducting performance evaluations; ensuring proper training for staff; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Manages and provides oversight regarding the implementation and maintenance of a comprehensive building inspection program, which includes: planning, coordinating, administering, and evaluating programs and related projects, processes, procedures, strategic planning, and standards; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and, working to integrate and coordinate service areas.

Enforces City codes associated with the building inspection program, which includes: issuing compliance letters to violators; providing guidance to staff on site inspections and evaluations;

reviewing commercial, industrial, institutional, and residential site inspection results for code compliance; meeting with design professionals to discuss problems and code compliance issues; interpreting of the applicable codes as adopted by the City; and, performing other related activities.

Oversees the plans review processes to ensure timely and accurate responses to building, plumbing, mechanical, fuel gas, energy, electrical, and accessibility codes and ordinances.

Oversees the administration of the permitting process and ensures compliance with applicable Federal, State, and Local regulations.

Oversees the proper preparation, maintenance, and storage of documents.

Conducts site visits as needed to obtain information on projects to ensure code compliance; conducts visits with design professionals for advice on code issues.

Represents the Codes and Inspections Section at state and national conferences; attends proposed code change hearings; provides recommendations to state professional organizations.

Assesses and directs training efforts to advance the professional development of inspectors, contractors, and design professionals.

Prepares and presents community outreach programs to increase homeowners' knowledge of building code, licensing requirements, and related awareness programs.

Provides expert-level interpretations, support, and guidance on building inspection and code enforcement issues.

Collaborates and coordinates with internal departments, applicable Boards, Committees, and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys, and/or other interested parties to coordinate activities, review work, exchange information, and resolve problems.

Participates in the preparation and administration of the division budget. Collects, prepares, reviews, interprets, and analyzes a variety of codes, research, information, data, and reports; makes recommendations based on findings.

Coordinates life safety inspections with Local and State Fire Marshal Offices.

Schedules staff training to ensure the maintenance of required certifications and ensure professional customer service.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

None

MINIMUM QUALIFICATIONS:

Associate's Degree in a related field and completion of an apprenticeship in a skilled trade area and eight (8) years of progressively responsible building, electrical, mechanical, or plumbing inspections experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:**Required:**

Valid Driver's License

Special Police Commission Certification within six (6) months.

Building Inspector Certification and International Residential Inspector Certification by the International Code Council, and accepted by the State Fire Marshal's Office.

Preferred:

Certified Building Official by the International Code Council, the National Fire Protection Association Certification, or Other International Code Council.

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, standards, policies, and procedures; budgeting principles; investigation techniques; construction principles and practices; inspection procedures; customer service principles; basic architectural principles; and basic civil engineering principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; preparing and analyzing a variety of data and information; help in the development and administration of budgets; coordinating activities with a variety of interested parties; providing customer service; conducting field inspections of construction projects; identifying code violations; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; using a computer and related software applications; negotiating and mediating hostile situations; preparing and maintaining records; and, having communication and interpersonal skills in order to provide appropriate interaction with coworkers, supervisor, and the general public, must be able to efficiently exchange or convey information to the general public.

PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: YES ▾ Child Sensitive: NO ▾ Dept of Transportation (CDL): NO ▾

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Revision History: 3/28/25; 8/27/24; 10/23/23; 1/11/23