

# CITY OF CHATTANOOGA

## Classification Specification Title: Combination Inspector

**Department: Public Works**

**Pay Grade: GS.07**

**Supervision Received From: Chief Inspector**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revised Dates: 4/1/25;**

**8/27/24; 10/20/23; 1/11/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for conducting inspections requiring specialized certification related to building inspections including plumbing systems, electrical systems and gas-mechanical systems to ensure compliance with relevant Codes. Duties include conducting inspections; enforcing applicable Codes and meeting with stakeholders to discuss results. Works under limited supervision.

### SERIES LEVEL:

The Combination Inspector is the Second Level after obtaining a Level 1 Certification in either Building, Mechanical, Electrical, Plumbing, or Gas Systems.

### 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.)*

Schedules and performs a variety of building, signage, flood plain, zoning, plumbing, gas/mechanical and/or other related inspections and reviews within the City; meets with applicable individuals to discuss results and enforce adopted Codes.

Provides information and technical guidance concerning Code requirements to the consultants, owners, and the rest of the development team for design; problem areas; recommended solutions for problems; and questions or complaints concerning Code violations.

Review a variety of architectural and structural drawings, elevation plans and certificates, permit applications and/or other related items to ensure compliance with applicable Code and permitting requirements; approve or deny applications and meet with architects, engineers, developers and/or contractors to discuss results.

Receives, investigates and researches zoning compliance, permitting, licensing and/or Code violations and complaints; prepares related correspondence regarding violations; and monitors situations for appropriate remediation.

Coordinates inspection activities with other departments, property owners, contractors, other building officials and/or inspectors, or other individuals.

Perform at least 2 of the following: Building Inspector 1 inspections; Electrical Inspector 1 inspections; Plumbing Inspector 1 inspections; Gas Inspector 1 inspections; Mechanical Inspector 1 inspections.

Checks storm collection systems for proper size, grade and support; inspects portable water systems to ensure no source of contamination; observe water line and joint tests for leaks.

Inspect construction alteration, demolition, use and occupancy of buildings and premises to verify structural strength, stability, sanitation, adequate lighting, ventilation and safety to life and property from fire and other hazards.

Identifies Code deficiencies; reports violations and variations from Codes and plans; recommends corrective actions; issues Stop Work and/or Correction Notices as needed; issues Court Citations for Code violation. Issues Certificate of Completion when construction work and all final inspections are completed, and the project meets all Codes. Finally, issue Certificate of Occupancy.

Enforces and interprets the provisions of applicable federal, state and local Codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Enters and maintains inspection results and findings in applicable databases.

Participate in substandard housing raid activities at the discretion of the governing agency.

Uses all applicable technology to perform duties as determined by the division head.

Resources used to perform assigned duties include, but are not restricted to, the following: architectural drawings, calculations, Code books, construction plans, correspondence, diagnostic reports, engineer certificates, field cards, flood certificates, flood maps, laboratory reports, manuals, ordinances, project forms, reports, specifications, standards, wiring diagrams, and zoning maps.

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):

MINIMUM QUALIFICATIONS:

Completion of an apprenticeship or training in a skilled trade area of plumbing, electrical or gas/mechanical systems and four (4) years of building construction and building inspections experience.

Must be certified in building inspections and at least one of the following specialty skilled trade areas of: plumbing systems, electrical systems, gas mechanical systems.

Examples of relevant education include completion of an electrical apprenticeship or skilled trades training in the area of plumbing, electrical, or gas/mechanical systems. Examples of relevant experience include progressively responsible duties that include building construction and building inspections or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

Valid Driver's License; ICC Building B1 and B2 Certifications within one (1) year of employment.

Within one (1) year of employment, certification in a specialty skilled trade area, such as:

Electrical Inspector 1 requires possession and maintenance of valid ICC 1 & 2 Family Dwelling Inspector Certification, ICC General Inspector Certification, ICC Plan Review Inspector Certification, and Journeyman Electrician or Electrical Contractor License

Plumbing Inspector 1 requires possession and maintenance of a valid Journeyman Plumber's Certificate/License and ICC Plumbing Inspector Certification

Gas Inspector 1 requires possession and maintenance of ICC Gas Inspector Certification

Mechanical Inspector 1 work requires possession and maintenance of ICC Mechanical Inspector Certification

Must maintain and update Certifications and Licensing, and all tri-year continuing education required for this Position Description.

Must be able to obtain Special Police Commission Certification within one year of hire.

#### KNOWLEDGE AND SKILLS:

Knowledge of applicable ordinances, Codes, regulations and laws related to building construction, mechanical, electrical, gas, mechanical, signage and/or plumbing systems; materials, methods and techniques used in building construction, mechanical, electrical, gas, mechanical and/or plumbing systems and customer service principles.

Skill in interpreting and applying applicable ordinances, Codes, regulations, laws, policies and procedures; conducting inspections of residential and commercial buildings to ensure compliance with applicable building Codes; using computers and related software applications; preparing reports, notices and/or field notes; reading and interpreting blueprints and specifications; recognizing faulty construction and equipment or hazardous conditions; conducting specialized inspections pursuant to certifications in specialty area; scheduling and coordinating meetings and inspections; conducting investigations and research and making appropriate recommendations based on findings; providing customer service and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

#### 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, gas, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions and intense noises.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

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.