

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Inspector 1**

**Department: Public Works**

**Pay Grade: GS.08**

**Supervision Received From: Inspector 3**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: N/A**

**Established: 4/5/24**

**Revision Dates: 4/2/25;  
6/10/24**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for inspecting building construction in residential, commercial, and industrial buildings to ensure compliance with relevant codes. Duties include reviewing plans and conducting inspections. Works under limited supervision.

**SERIES LEVEL:**

The Inspector 1 is the first level of a three-level inspection series.

**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.)*

Conducts field inspections of applicable systems and materials for conformance with applicable codes and established specifications and approved construction plans and final inspections with issuance of Certificate of Completion.

Investigates health department complaints and illegal complaints; may inspect systems following natural disasters.

Reviews construction plans and specifications for conformance with codes. Issues certificates of completion on approved work.

Reviews amendments in codes; submits recommendations for code changes. Provides information and technical assistance concerning requirements of codes; discusses problem areas with property owners and contractors; responds to questions or complaints concerning code violations.

Coordinates inspection activities with other departments, property owners, contractors, other inspectors or other individuals.

Utilizes precautionary safety equipment and monitors the work environment to ensure safety of employees and other individuals.

Conducts inspections and enforces applicable federal, state and local laws, codes, rules, regulations, specifications, standards, policies, and procedures; initiates appropriate actions to correct deviations or violations; interprets and enforces 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.

May participate in inspections for substandard housing and/or investigate reports of hazardous conditions.

May stop construction of non-compliant installations.

May perform and or evaluate tests confirming quality requirements.

Conducts code enforcement activities including initiating stop-work orders; preparing written notices of violation; testifying in court regarding court violations; appearing before the City Council in matters pertaining to code violations and performing other related activities.

Receives, processes and maintains a variety of forms, reports, correspondence, construction plans, drawings, specifications, manuals, codebooks, ordinances and/or other related documentation.

Records inspection visits and results in applicable databases and logbooks.

Uses, carries and answers 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):

MINIMUM QUALIFICATIONS:

Completion of a trade apprenticeship or training in a skilled trade area with training emphasis in building construction and building inspection supplemented by (5) five years of related building construction and inspection experience.

This is a career ladder position. This position will receive an automatic progression to Inspector 2 when the incumbent has achieved the required minimum qualifications and licenses/certifications for the next position in the series.

## LICENSING AND CERTIFICATIONS:

All:

Must be able to obtain Special Police Commission Certification(s) within six (6) months of hire.

Valid Driver's License

For Electrical:

Journeyman Electrician or Electrical Contractor License

For Building:

Must be able to obtain a Building Inspector Certification within one (1) year of hire.

For Plumbing:

Must be able to obtain a Plumbing Inspector Certification within one (1) year of hire.

For Mechanical. Gas:

Must be able to obtain a Mechanical Inspector Certification within one (1) year of hire.

## KNOWLEDGE AND SKILLS: All

Knowledge of commercial and residential building systems and related installation requirements; inspection methods; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; applicable tools and equipment utilized in the trade and customer service principles.

Skill in using a computer and related software applications; conducting inspections for compliance with applicable codes; operating applicable tools and equipment of the trade; conducting investigations; interpreting, applying and communicating applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; reviewing plans for code compliance; reviewing and interpreting a variety of technical documents including blueprints and schematics 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.

## KNOWLEDGE & SKILLS: Electrical Inspector

Knowledge of electrical principles; the National Electric Code (NEC)

## PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, 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, poor

ventilation, 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.