

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Inspector 2**

**Department: Public Works**

**Pay Grade: GS.09**

**Supervision Received From: Inspector 3**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: N/A**

**Established: 4/5/24**

**Revision Dates: 4/2/25;  
6/17/24**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for serving as the lead, and inspecting new and existing building systems, to ensure compliance with relevant codes. Duties include assigning work, reviewing plans, training inspectors and educating contractors and the public about code and ordinances. Works under limited supervision.

**SERIES LEVEL:**

The Inspector 2 is the second 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.)*

Serves as a lead to lower level building and combination inspector staff to include assigning and monitoring work, training staff on work methods and procedures, and providing direction.

Performs field inspections of “vertical” construction work, buildings, and premises for conformance with applicable codes, established specifications, and approved construction plans.

Investigates complaints relating to building; issues correction notices and stop work notices, follows up on abatement orders, issues court citations, or takes other actions as appropriate.

Provides information and technical assistance concerning code requirements; discusses problem areas with property owners and contractors; recommends solutions to problems; and, responds to questions or complaints concerning code violations.

Review residential and commercial plans to ensure compliance with applicable permitting requirements.

Enters inspection results and findings in applicable databases.

Issues certificates of completion when construction work is completed and meets all codes.

Assures that all inspectors (electrical, mechanical, plumbing, landscaping, and stormwater) have completed final inspections.

Issues court citations for violation of ordinances.

Prepares or completes various forms, reports, correspondence, logs, inspection reports, investigation reports, violation reports, certificates of occupancy, or other documents. Receives various forms, reports, correspondence, flood certificates, engineer certificates, architectural drawings, construction plans, zoning maps, flood maps, specifications, manuals, code books, ordinances, standards, and reference.

May stop construction of non-compliant installations.

May perform and or evaluate tests confirming quality requirements.

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 an apprenticeship or training supplemented by seven (7) years experience in designated area or any combination of equivalent experience and education.

Experience in maintenance, construction or inspection with a minimum of two (2) years of certified inspector experience.

LICENSING AND CERTIFICATIONS:

For Electrical:

Journeyman Electrician or Electrical Contractor License

One and Two Family Dwelling Inspector Certification IAEI / ICC

General inspector Certificate

For Building:

Certification B-1 and B-2 Certificate

For Plumbing:

Plumbing 1 Certification and Plumbing 2 Certification

For Mechanical, Gas

Mechanical 1 Certification and Mechanical 2 Certification

All:

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

Valid Driver's License

#### KNOWLEDGE AND SKILLS:

Knowledge of applicable ordinances, codes, and laws related to building construction, mechanical, electrical, and/or plumbing systems, depending on assignment; materials, methods, and techniques used in building construction, mechanical, electrical, and/or plumbing systems; and, customer service principles.

Skill in prioritizing and assigning work; 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 construction drawings and specifications; recognizing faulty construction and equipment or hazardous conditions; resolving problems; 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, 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.