

CITY OF CHATTANOOGA

Classification Specification Title: Inspector 3

Department: Public Works

Pay Grade: GS.11

Supervision Received From: Assistant Dir. Dev. Svs

FLSA Status: Exempt

Supervisory Responsibility For: Inspector 1&2

Established: 4/5/24

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

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising and evaluating inspectors conducting inspections, and conducting inspections and closeouts of buildings and construction projects. Duties include providing guidance to design professionals and other development team members regarding City Codes and regulations, resolving problems, and inspecting the development work in the City. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Inspector 3 is the third 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.)

Supervises lower level inspection staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Supervises the day-to-day operations of building, mechanical, plumbing, and electrical inspection activities and operations, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; ensuring compliance with Federal, State, and Local laws, ordinances, codes, rules, regulations, standards, policies, and procedures; and, coordinating work flow and activities.

Provides information and technical assistance concerning code requirements with internal staff, property owners, contractors, engineers, architects, Court officials, the general public, and/or other interested parties.

Supervises and participates in the preparation of cases for review by the appropriate Board.

Sets the inspection process for each area of trade inspection.

Interprets and enforces adopted local building codes, policies, and procedures.

Ensures compliance with applicable City codes and ordinances.

Mediates disagreements between internal staff and architects, engineers, property owners, and the public.

Review a variety of architectural and structural drawings, 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 contractors to discuss review results.

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

Supervises and participates in the preparation and maintenance of inspection results and findings in applicable databases.

Plans and coordinates community education and outreach activities related to safety, new technologies, procedures, and code rulings.

Supervises and participates in performing inspections during peak periods of activity or worker shortages.

Perform required inspections during construction and upon completion, so as to ensure compliance with established regulations and standards of construction.

Interpret legal codes governing installations.

Provide guidance for the Inspection staff. Manage training and certification requirements of inspection staff.

Perform plan reviews on commercial projects and other structures.

Coordinate inspections with other Inspector Sections.

Review plans and specifications of proposed electrical installations to assure code compliance. Write up recommendations for improvement.

May stop construction of non-compliant installations.

May perform and or evaluate tests confirming quality requirements.

May have classes every other month for IAEI members, non members, contractors, journeymen, and vendors.

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 in a skilled trade supplemented by ten (10) years experience in designated field pertaining to installation, maintenance or inspection; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Must meet the State of Tennessee Board of Building Standards minimum requirements for at least one (1) of the following three (3) categories at the time of application.

When overseeing Building Inspectors, must have a Residential and Commercial Building Code certification.

When overseeing Electrical Inspectors, must have a Residential and Commercial National Certification in Electrical Codes. One and Two Family Dwelling Inspector Certification IAEI/ICC. General Inspector Certification IAEI / ICC. TN State License for one and two families, General.

When overseeing Plumbing and Mechanical Inspectors, must have a Residential and Commercial Certification in Plumbing and Mechanical Codes.

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

ICC Plumbing 1 & 2 Certification, ICC Gas and Mechanical 1 & 2 Certification required.

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; 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, depending on assignment, and customer service principles. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and

assigning work; supervising the preparation and maintenance of records and information; 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; scheduling and coordinating meetings and inspections; scheduling and monitoring workflow; 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, 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.