



THOMPSON'S STATION MUNICIPAL GOVERNMENT

Job Description

Job Title: Building Official
Pay Grade: 10 range \$85,271 - \$96,476

Position Summary: The Building Official supervises Building and Code Inspector positions. In addition, this position performs plan review and inspection of commercial, residential, and public buildings to ensure compliance with adopted local municipal building, property maintenance, and zoning codes. Responsibilities vary depending on inspection scheduling and specialty factors, include reviewing plans for building code compliance and processing building permit applications, advising the general public on matters relating to construction and other code requirements, and providing technical information to architects, engineers, contractors, and other persons. The Building Official must routinely use independent judgment when performing tasks.

Minimum Qualifications and Required Knowledge, Skills and Abilities:

Education: High school graduate or equivalent. Associates Degree or equivalent preferred.

Requirements: Knowledge of building materials, methods of construction, and building codes. Ability to read and interpret construction plans and specifications. Proficiency with commonly used computer software such as Microsoft Office and Bluebeam Revu.

Experience: Eight (8) years in building construction or inspection plus one (1) year of administrative and or lead supervisory experience

License/Certification: Possession of, or ability to obtain, an appropriate valid drivers license. Current certification as a Building Inspector through the State of Tennessee. ICC Plans Examiner certification desired.

Reports Directly to: Community Development Director
Review Responsibility: Community Development Director

Essential Duties and Tasks:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Manage process for issuance of building permits

- Assumes management responsibility for assigned services and activities of the Building and Codes Department including enforcement, interpretation, and implementation of the Town's adopted codes
- Maintains permit and inspection databases.
- Performs construction plan review and authorizes issuance of construction permits.
- Ensures residential and commercial buildings and other structures within the city are permitted and inspected to conform to the adopted state and local construction codes, regulations, and guidelines.
- Coordinates, processes, and issues Certificates of Occupancy and other project documentation
- Responds to inquiries from contractors, property owners, staff, and the general public regarding active projects.
- Attends BOMA, Planning Commission, Board of Zoning Appeals, Building Board of Appeals, or other meetings to provide technical expertise when requested.
- Performs work in accordance with safety policies and procedures.

Assure compliance with all building codes, property maintenance codes, and the Land Development Ordinance

- Supervise and/or conduct ongoing observation of municipality for Town Code and Land Development Ordinance compliance
- Enforce codes by explanation, mediation, penalty and, if necessary, legal action
- Supervise and/or investigate complaints and performs inspections of existing buildings to determine if hazardous or illegal conditions exist relating to the land and/or structures, their use, and general upkeep/maintenance
- Monitor and catalog code compliance complaints
- Issue notices to correct code violations, issue "stop work" notices, and testify in court regarding violations
- Coordinates with other employees and departments to review and provide comments on potential projects, including evaluating development proposals for conformity with established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the Town and make recommendations

Interact effectively with diverse community members

- Assist and advise design professionals, contractors, and the general public in matters relating to construction and code requirements
- Communicates effectively with the public and development community orally and in writing
- Seek innovative solutions to problems while assuring code compliance
- Provide information to the Building Board of Appeals, Board of Zoning Appeals, the Planning Commission, and the Board of Mayor and Alderman
- Participate on and attend meetings of various committees and task forces, as assigned

Interact effectively with Town employees

- Facilitates and works within a "team oriented" environment, being both an effective team leader and team member
- Manages Building and Codes Staff, ensuring proper safety and adequate training is provided.
- Supervise, coordinate, and monitor, Building and Code Inspector positions, which includes organizational and operational activities for all code related review and inspection activities
- Support other Town Staff in the development and implementation of goals, objectives, policies, or priorities

- Assist Town Community Development Director and/or Town Administrator in other related projects, as assigned
- Handles confidential information with tact and discretion

Physical Requirements and Work Environment:

This position must have overall stamina and ability to perform moderate to strenuous physical activity. Job requirements may include the ability to climb, bend, and work in tight or confined areas. In addition, close vision, color vision, depth perception, and far vision are essential to performance of the position. Corrective lenses may be utilized. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard. The position also requires the ability to lift, carry or move items up to 50 pounds. The nature of the work requires the ability to tolerate a variety of weather conditions; hot, cold, wet along with pollutants such as fumes, dust, and other contaminants found on construction sites. The Building Official may also be required to be available during emergency situations and may be required to work irregular or extended hours as necessary to complete Town business.

Employee Review:

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Town's needs. I have been given a copy of this description.

Date Revised: 4-10-25

Reports to: Community Development Director

FLSA: Exempt

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.