

City of Belle Meade

Job Description

Job Title: BUILDING OFFICIAL

Reports To: City Manager

Supervises: None

FLSA Status: Exempt

Updated: August 2021

SUMMARY: Under general direction, participates in construction plan review and performs building inspections. Enforces zoning and stormwater ordinances and building codes to maintain desired construction standards, protect property values, and maintains architectural and aesthetic integrity of the City. Responsible for accomplishing department objectives and goals within the guidelines established by the City Manager and Commissioners.

Essential Job Duties

1. Explains Codes, Policies and Procedures

- Responds to telephone, email or in-person inquiries from residents, prospective residents, architects, contractors, designers, and real estate agents concerning building codes, zoning ordinances, storm water management requirements, and related policies and procedures.
- Interprets the department's codes, ordinances, zoning, stormwater, floodplain, plans and policies for appointed boards, citizens, and elected officials.

2. Reviews Plans

- Reviews plans for new construction, demolition, remodels, and additions and issues a permit or submits plans to Board of Zoning Appeals, Historic Zoning Commission or the Planning Commission for approval.
- Ensures compliance of plans with building codes and zoning ordinances and other requirements.
- Guides appellants of BZA, HZC and MPC through the process of drawings, comments, and presentations with compelling reasons.

3. Issues Building Permits

- Prepares forms for permits; authorizes permits for applicants meeting requirements.
- Enters data into computer to enable issuance of permits.
- Accepts payments for fees and forwards to City Recorder for receipting and deposit.
- Files applications and permits.

4. Conducts Inspections

- Schedules inspections with permit holders.
- Inspects construction work during projects and upon completion for compliance with City zoning ordinances, building codes, approved construction plans and any stipulations made by BZA, HZC, or MPC.
- Inspects soil movement on new construction or remodel construction sites

for compliance with storm water management plan.

- Works with owners and contractors to get deficiencies corrected.
- Prepares inspection reports, obtains elevation certificates and related correspondence.

5. Supports Board of Zoning Appeals, Municipal Planning Commission, Historic Zoning Commission and Board of Building Codes Appeals

- Prepares plans, plats, monthly agendas, and other documentation required for meetings.
- Makes presentations explaining plans, requested variances, and appeals.
- Documents board or commission decisions.
- Responsible for uploading all documentation to the City website.
- Compiles statistical data related to construction and building activity.
- Maintains data files of all plans, approvals, and related documentation.

6. Stormwater Management

- Assists consulting engineer with review and approval process of residential stormwater plans as required under the City's stormwater ordinance.
- Performs inspections for stormwater plan installation/construction with and without assistance of consulting engineer.
- Assists the Public Works Department and consulting engineer with maintenance of the stormwater management plan and other documentation needed for compliance with the NPDES Phase II Stormwater General Permit and BMPs. Provides board members, staff and public with plan information as requested.
- Works with Public Works Department and consulting engineer in the preparation of NPDES Permit and during the TDEC audit of permit.
- Oversees electronic uploads of documentation for each Stormwater project for MS4 requirements to cross-platform Evernote.
- Assists consulting engineer with scheduling and conducting public meetings to meet the requirements of MS4.
- Conducts bi-monthly stormwater review meetings with City engineer.

7. Floodplain Administrator

- Principle for ensuring that development and redevelopment activities comply with the floodplain management regulations.
- Documents the 50% of sale cost for renovations and improvements in compliance with FEMA.
- Assist homeowners with (NFIP) National Flood Insurance Program and (LOMC) FEMA Letter of Map Coverage and Elevation Certificates.

8. Contributes to Revision of Ordinances

- Participates with City designated attorney, commissioners, board members, and citizens to determine need for and recommend changes to City ordinances.
- Research related best practices in other communities.

9. Contributes to Public Education

- Conduct seminars to inform engineers, real estate agents and prospective residents of compliance, ordinances, and changes to ordinances.

Other Job Duties

Performs other job duties as assigned, including:

- Oversees building, plumbing, electrical, and HVAC maintenance of City Hall facilities.
- Performs routine maintenance tasks; reviews quotes/bids from contractors and monitors work of approved contractors to ensure compliance with specifications and other requirements.
- Contributes zoning, stormwater, and floodplain articles to the monthly City Newsletter.
- Assists with compliance of OSHA requirements for City buildings, including the monthly inspections of fire extinguishers in City Hall.

Primary Job Challenges

Primary challenges of this position include clearly explaining the complicated City zoning, building and stormwater codes to homeowners, contractors, City boards and other members of the public.

Equipment Operated

- Computer terminal, Samsung tablet, printer, and fax/scan/copy machine.
- Telephone with voicemail
- Photocopier
- AV equipment in courtroom
- City vehicle

Competencies Required

Competencies important for successful job performance include:

- Understanding of International Code Council codes, and other applicable codes under which the City operates.
- Knowledge of Belle Meade municipal building codes, ordinances, zoning restrictions, and legal procedures involving enforcement of these items.
- Ability to establish and maintain professional relationships and to communicate effectively in written or verbal form with co-workers, contractors, members of the public and elected officials.
- Attention to Detail – Maintaining organized and up-to-date information on the Building Codes database and MS4 Evernote data base, as well as detailed digital and paper files is essential.
- Responsible for fulfilling continuing education credits required within a three-year period.
- Teamwork – coordinates activities with supervisors, other staff members and professional consultants as needed during the building permit process and subsequent inspection period. Provides homeowner or contractor with access or information about other city departments and services associated with the building codes and inspection process.
- Initiative to work independently, meet deadlines, and maintain efficiency.
- Respond promptly to phone calls and emails; investigate suspicious building activity,

enforce city code violations, or bring them to the attention of appropriate staff member.

- Demonstrate effective conflict management skills and respect for dignity of others.
- Written communication skills – prepare professional, clear, and concise letters and/or email communications.
- Ability to operate safely and effectively the City vehicle.

Physical Requirements and Work Environment

The staff member works in an office environment as well as outdoors when making building code inspections at residential properties.

Qualifications

Education and Experience:

The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through graduation from high school and a minimum of 5 years related experience. Building inspector certification from the State will be required after training period. College degree, Tennessee Certified Building Inspector and ICC Building Inspector Certificate preferred.

Required Certifications:

Tennessee Certified Building Inspector; Tennessee Department of Conservation Erosion Prevention and Sediment Control Certificate; ICC Certified Property Maintenance and Housing Inspector; ICC Certified Building Inspector; Association of State Floodplain Administration.

A valid Tennessee driver's license is required.