



CITY OF BELLE MEADE – POSITION ANNOUNCEMENT FOR BUILDING OFFICIAL

The City of Belle Meade, a residential community with a population of approximately 3,000 located in Metropolitan Nashville/Davidson County, Tennessee, is seeking qualified applicants for the position of Building Official. Candidates must have a thorough knowledge of zoning and building code practices, stormwater rules, excellent written and verbal communication skills and the ability to manage and supervise a diverse range of operational functions simultaneously, including but not limited to building inspection, plans review, stormwater and floodplain management, and support to all zoning-related boards. Candidates should also possess a working knowledge of Microsoft Office software.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent; college degree preferred
- Minimum 5 years of related experience
- State Building Inspector and ICC Certification
- EPSC Level I (EPSC Level II desired)
- Valid Tennessee driver's license
- Ability to occasionally work beyond normal hours for Board meetings

PAY SCALE & BENEFITS

Salary range, depending on qualifications and experience is \$56,500 to \$80,000. Pay increases are determined annually as part of the budget preparation process.

The City's Comprehensive Benefits Package Includes:

- Longevity Pay after 3 years of service at \$100 per year, \$2,000 max
- Health & Dental Insurance – approx. 30% Employee Contribution (single or family)
- Life Insurance Policy Paid by City - \$25,000
- Additional Insurances Available Through Payroll Deduction
- Long-Term Disability Policy Paid by City
- City Vehicle Available During Work Hours
- 1 Sick Day per Month Accumulated Up To 90 Days
- 10 Paid Holidays Per Year
- Vacation: 2 Weeks- 1-5 Years; 3 Weeks- 6-10 years; 4 Weeks-10+ years
- Retirement Plan through St. of Tennessee 401K plan an optional 457b Tax Deferred Annuity
- Educational Assistance Program
- Early Retirement Program (minimum 55 years of age & 10 years of service)

A copy of the job description and employment application is available on the City's website and at City Hall. Send resume with cover letter, completed application and (3) professional and (3) personal references to: Beth Reardon, City Manager at address below or e-mail breardon@citybellemeade.org on or before Sept. 30, 2021. Selected qualified applicants will participate in an interview process

(This information subject to change without notice. The City of Belle Meade is an EEO/ADA/Title VI employer)