

CITY OF

Belle Meade

T E N N E S S E E



CITY OF BELLE MEADE – BUILDING OFFICIAL

The City of Belle Meade is a residential community of 2,878 residents within an area of 3.1 square miles, located within the Metro Nashville/Davidson County metropolitan boundaries in middle Tennessee. Incorporated since 1938, the name Belle Meade means beautiful meadow and it is a community rich in natural beauty, with rolling hills, mature trees, and adjacent to Warner Parks and Cheekwood Botanical Gardens and Museum of Art just outside the city limits. The City has always been a residential city with no commercial or retail properties, except for a historic site, country club, and three churches. For more information, see our city website www.citybellemeade.org.

The City of Belle Meade is seeking qualified applicants for the position of Building Official with education and experience necessary to review architectural, site and construction plans, perform residential and commercial building inspections, and enforce property maintenance ordinances. Essential qualifications include possessing a positive attitude, being self-motivated, detail-oriented, and well-organized. Successful candidates must work well with all members of the public, being particularly timely in responding to inquiries from property owners and contractors, and skilled at communicating effectively and professionally.

Candidates must have a High School Diploma and a minimum of two (2) years' experience in related fields. Prior experience and International Code Council certifications are preferred, including ICC CBO (Certified Building Official), B5 Building Inspector, M5 HVAC/Mechanical Inspector, and P5 Plumbing Inspector or R5 Residential Combination Inspector. Candidates should provide documentation of any specialized or related training and all certifications. A candidates' combination of education and experience will be considered. A minimum of two (2) years of related experience in building codes enforcement or residential construction is required; with a preference for candidates with at least three (3) years of supervisory or management experience. The Building Inspector must possess, or obtain within one year from date of hire, all certifications and training required for the position, including completion of the Tennessee Erosion Prevention and Sediment Control (EPSC) Level I certification.

Salary will be dependent upon qualifications; currently, this is an exempt position with starting compensation anticipated to range from \$60,000 - \$72,000. The City has excellent employee medical and retirement benefits with a 401k matching program and tuition reimbursement program for those working towards advanced degrees in job related fields.

A copy of the job description and benefit information is available upon request. Send resume and cover letter to: City Manager, City of Belle Meade, 4705 Harding Road, Nashville, TN 37205, or jmoody@citybellemeade.org. References will not be contacted until a mutual interest has been established. EOE. Applications will be accepted until the position is filled.

City of Belle Meade

Job Description

Job Title: BUILDING OFFICIAL

Reports To: City Manager

Supervises: None

FLSA Status: Exempt

Updated: September 2023

SUMMARY: Under general direction, participates in construction plan review and performs building inspections. Enforces building codes, property maintenance, and stormwater ordinances 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, property maintenance, 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 building permits.
- Ensures compliance of plans with building codes and other requirements.

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 conditions of approval 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. 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.

6. 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.

7. 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.

8. 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 property maintenance, building activity, stormwater, and floodplain articles to a 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 property, 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 database, 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 2 years related experience. Building inspector certification from the State will be required after training period. College degree, Tennessee Certified Building Inspector and ICC Certified Building Official 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.



The City of Belle Meade
4705 Harding Road,
Nashville, TN 37205

Application for Employment

The City of Belle Meade is an equal opportunity employer and considers applicants without regard to race, religion, gender, national origin, age, disability, or any other legally protected status.

PLEASE PRINT LEGIBLY

Position Applied For: _____ Salary/Wage Requirements: _____

GENERAL INFORMATION:

First Name: _____ Middle Name: _____ Last Name: _____

Street Address: _____ City, State, Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Social Security Number: _____/_____/_____

Are you at least 18 years of age? Yes No

Are you related by blood, adoption, or marriage to a current employee of the City? Yes No

If yes, please give name and relationship: _____

If employed, will you be able to produce evidence that you are eligible for employment in the United States?

Yes No

Proof of employment eligibility will be required upon employment.

Have you ever been convicted of any felonies other than minor traffic violations? Yes No

If yes, please explain: _____

A criminal record or a conviction will not automatically bar employment but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.

Have you ever been employed by the City of Belle Meade? Yes No

If yes, what position was held? _____ If yes, give dates: _____

Are you able to work overtime, if required? Yes No First available date for work: _____

Employment Desired: Full Time Part Time Temporary Other _____

Are you able to perform the essential functions of the job for which you applied, with or without reasonable accommodation, based on the job description provided? Yes No

EDUCATION & TRAINING:

High School Attended: _____ City: _____ State: _____

Do you have a high school diploma or GED? Yes No *A high school diploma/GED may not be required for all positions. Not possessing a diploma/GED may disqualify an applicant from some positions based on job necessity.*

College / University / Trade or Technical School	City and State	Major Area of Study	Degree Earned	Graduated Yes or No

KNOWLEDGE, SKILLS, & ABILITIES

What skills or additional training do you have that relate to the job for which you are applying?

What machines or equipment can you operate that relate to the job for which you are applying?

List all professional certifications you currently hold:

What language(s) can you speak and/or read and write fluently? _____

Complete only if position requires driving for work:Do you have a valid driver's license? Yes No Type: _____

Driver License State / Number: _____

Have you ever had your driver's license suspended or revoked? Yes No

EMPLOYMENT HISTORY:

List your last four employers, starting with the most recent including military experience. Account for all military service and any periods of unemployment. If self-employed, give name of business.

May we contact your current employer? Yes No

Employer: _____ Job Title: _____

Street Address: _____ City, State, Zip Code: _____

Telephone Number: _____ Employed From: _____ To: _____

Rate of Pay: _____ Reason for Leaving: _____

Employer: _____ Job Title: _____

Street Address: _____ City, State, Zip Code: _____

Telephone Number: _____ Employed From: _____ To: _____

Rate of Pay: _____ Reason for Leaving: _____

Employer: _____ Job Title: _____

Street Address: _____ City, State, Zip Code: _____

Telephone Number: _____ Employed From: _____ To: _____

Rate of Pay: _____ Reason for Leaving: _____

Employer: _____ Job Title: _____

Street Address: _____ City, State, Zip Code: _____

Telephone Number: _____ Employed From: _____ To: _____

Rate of Pay: _____ Reason for Leaving: _____

if additional space is needed, please continue on a separate sheet of paper

REFERENCES:

List three professional references not related to you. If not applicable, list three school or personal references not related to you.

Name	Telephone Number	Years Known

AUTHORIZATION / ACKNOWLEDGEMENT

By my signature below, I certify that all of the information and statements provided by me in and with this application are true and correct.

It is understood and agreed upon that any misrepresentation or omission by me in this application will be sufficient cause for cancellation of this application and/or separation from the City of Belle Meade if I have been employed.

I give the City of Belle Meade the right to investigate all references and to secure additional information about me, including criminal history, if job-related and consistent with business necessity.

I consent to the release of information to the City of Belle Meade about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations, as applicable.

I hereby release from liability the City of Belle Meade and its representatives for seeking such information and all other persons, corporations, or organizations for providing such information.

I understand that, if based upon job-related necessity, a consumer credit investigation is required for employment, I will be provided a separate notice and authorization under the Fair Credit Reporting Act (FCRA) 15 U.S.C. § 1681.

I understand that if offered a position with the City of Belle Meade, I may be required to pass a pre-employment drug screen for safety-sensitive positions, and a job-related pre-employment physical.

Should I be offered employment, I understand that:

- 1) The offer is contingent upon the results of my background check and applicable pre-employment screens.
- 2) To be an employee of the City of Belle Meade proof of legal authorization to work in the United States is required. If hired, I must provide the necessary authorization documents within three (3) business days of hire.
- 3) Employment with the City of Belle Meade is 'At-Will' meaning that I may resign at any time, or may be discharged at any time, with or without cause.

Printed Name: _____

Signature: _____

Date: _____

For Personnel Office Use Only	
Arrange Interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks: _____	
Interviewer: _____	Date of Interview: _____
Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Hire Date: _____ Job Title: _____
Rate of Pay or Annual Salary: _____	Department: _____