

City of Sparta Job Description

Job Title: Codes Enforcement Officer
Department: City Hall
Reports To: City Administrator
FLSA Status: Nonexempt
Approved By:
Approved Date: November 25, 1998

SUMMARY

Enforces construction and related codes, issues permits, and collects related fees under broad supervision of the City Administrator by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Inspects new and existing buildings and structures for compliance with building, plumbing, mechanical, gas, and electrical codes; ensures buildings and uses comply with zoning requirements.

Reviews and examines construction blueprints, site plans, and subdivision plans for compliance with building, electrical, plumbing, and mechanical codes and with local zoning ordinance; advises developers, architects, engineers, and contractors of required changes; issues permits.

Orders corrections of all violations and variances from codes or approved plans; approves or revokes certificates of occupancy; issues stop notices and institutes legal action where required; issues notices to appear in municipal court for code violations.

Prepares/maintains records and reports of inspection activities.

Explains and interprets zoning and code provisions to contractors, architects, engineers, and the general public as required.

Consults with Sparta Planning Commission concerning proposed construction projects; prepares items for Board of Zoning Appeals review when necessary.

Collects fees for permits and various other fees; maintains related records.

Prepares periodic and special reports on request for staff and city council.

Develops budget in conjunction with other staff and elected officials; administers budget.

OTHER DUTIES AND RESPONSIBILITIES

- Performs related duties as needed.

SUPERVISORY RESPONSIBILITIES

None

REQUIRED ABILITIES AND TECHNICAL KNOWLEDGE

Knowledge of and ability to read and understand standardized building codes and municipal ordinances.

Knowledge of generally accepted sound building practices.

Ability to read construction plans and specifications and to recognize deviations from such plan in the field.

Ability to write concise narrative reports for correction of violations observed at job sites.

Well developed interpersonal skills to enforce regulations firmly and impartially and to maintain satisfactory working relationships with other City employees, contractors and the general public.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma and 5 or more years of construction related experience, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with statistics and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Fire Inspector

Commercial Building Inspector

Residential Building Inspector

Commercial Plumbing Inspector

Residential Plumbing Inspector

Commercial Mechanical Inspector

Residential Mechanical Inspector

Or the ability to be certified within one year from date of hire

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand; walk; reach with hands and arms; climb or balance;

stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions and risk of electrical shock. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate but can be loud to very loud at construction sites.

APPLICATION FOR EMPLOYMENT

with the

CITY OF SPARTA, TENNESSEE

6 Liberty Square, PO Box 30, Sparta, Tennessee 38583

THE CITY OF SPARTA IS AN EQUAL OPPORTUNITY EMPLOYER.

The City of Sparta does not discriminate in any of its employment practices or benefits on the basis of race, sex, color, religion, national origin, age, disability or veterans status.

Overview of the hiring and employment process: This application is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please call the following number: (931) 836-3248.

Prior to completing this Application, be sure to read the JOB DESCRIPTION of the position for which you are applying. As you complete this Application, please bear in mind the following:

- We reserve the right to check all information for accuracy and completeness.
- All Applications for Employment are a matter of public record.
- If you need accommodation in order to complete this Application, please notify the City of Sparta.

HANDWRITTEN BY APPLICANT ONLY. DO NOT TYPE GENERAL INFORMATION

DATE _____ POSITION DESIRED _____

ARE YOU APPLYING FOR: ☐ Full Time ☐ Part Time ☐ Temporary

IF PART TIME, WHAT DAYS / HOURS ARE YOU AVAILABLE? _____

Have you applied with the city before? ☐ Yes ☐ No

PERSONAL INFORMATION

NAME _____
Last First Middle

PHONE #: Home () _____ Business () _____

ADDRESS: _____
Street

City State ZIP Code

Do you have a legal right to work in the U.S.? ☐ Yes ☐ No

Are you over the age of 18? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

(Note: This may be relevant if job related, but does not bar you from employment)

If YES, please explain. _____

Driver's License Number (if required by job). _____

YOUR EDUCATION AND TRAINING

High School Attended: _____

City

State

Do You Have a High School Diploma? ☐ Yes ☐ No

Please List Any Other Education You Have Received:

College / University / Trade or Business Schools Attended	City / State	Degree Earned? Type of Degree.	Major Area of Study

List Other Training Received (special courses, work training programs, armed forces training, etc.):

List Special Qualifications and Skills (licenses, skills with machines, patents or inventions, publications, etc.):

REFERENCES

Please list three or four persons, other than relatives or former employers, who have knowledge of your character and/or abilities:

Name	Mailing Address	Years Known	Telephone #

PRIOR EMPLOYMENT RECORD

List Below All Present and Past Employment Information and / or Substantive Volunteer Work. List in order *beginning with your most recent or current position*.

Name and Address of *current* or *most recent* employer:

Phone number: _____

Your Supervisor: _____

Your job title and responsibilities:

Date hired: _____ Date left: _____

Reason for leaving:

Starting Salary: _____ Ending Salary: _____

May we contact this employer?

☐ Yes

☐ No

Employer Name and Address:

Phone number: _____

Your Supervisor: _____

Your job title and responsibilities:

Date hired: _____ Date left: _____

Reason for leaving:

Starting Salary: _____ Ending Salary: _____

May we contact this employer? ☐ Yes ☐ No

Employer Name and Address:

Phone number: _____

Your Supervisor: _____

Your job title and responsibilities:

Date hired: _____ Date left: _____

Reason for leaving:

Starting Salary: _____ Ending Salary: _____

May we contact this employer? ☐ Yes ☐ No

Employer Name and Address:

Phone number: _____

Your Supervisor: _____

Your job title and responsibilities:

Date hired: _____ Date left: _____

Reason for leaving:

Starting Salary: _____ Ending Salary: _____

May we contact this employer? ☐ Yes ☐ No

IMPORTANT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage which may result from furnishing such information to you.

In consideration for my employment by the City of Sparta, I agree to conform to the rules and regulations of the city as set forth in the Sparta Municipal Code and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer's sole option and without prior notice to me.

I consent to a physical examination which includes a drug test either prior to commencement of employment or after I have been offered a position or become employed, as deemed necessary by the employer.

Applicant Signature

Date