



Office of Bedford County Human Resources  
1 Public Square Courthouse, Suite 101  
Bedford County Mayor's Office  
Shelbyville, TN 37160

Bedford County Planning, Zoning and Building Codes Dept.  
Inspector 1, Building & Zoning

Definition

Reviews and approves plans and inspects construction of new and existing buildings and dwellings to ensure compliance with the adopted building and zoning codes for Bedford County government and other regulatory requirements related to land improvements. Performs related duties as required.

Work Environment

Performs technical duties in the office and/or field. Office setting is under generally favorable working conditions. No special physical demands are required to perform the work. Fieldwork involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, working around moving parts, carts, machinery, irritant chemicals, sharp objects, etc. May be required to use protective clothing or gear such as masks, coats, goggles, or shields. Fieldwork requires some physical exertion such as walking, climbing, bending, stooping, stretching, crawling underneath homes, or similar activities. Driving a four wheel drive vehicle to and from inspection sites and the office.

Job Description

Prepares for, conducts, and follows up on inspections of new buildings and dwellings.

Reviews approved plans and specifications for compliance with regulatory codes.

Meets with contractors, architects, engineers, and homeowners on matters relating to code regulations.

Inspects structures during construction to ensure that procedures and materials meet approved standards.

Follows up with the re-inspections to verify compliance with regulations and approved plans.

Takes corrective actions against code violators in a professional manner.

Patrols and inspects for work being done without permits.

Issues work stop orders and citations for failure to comply with regulatory codes.

Makes court appearances to prosecute code violators.

Performs administrative duties.

Maintains accurate records and files.

Prepares daily field inspection reports.

Uses a computer to input and retrieve information.

Uses a computer and proprietary software to issue building and zoning permits.

Communicates with the public on issues related to building codes.

Stays current with technical publications related to building codes and construction.

Attends various meetings and training sessions.

May assist with the training of new inspectors.

*This is a non-supervisory job classification*

#### Essential Job Requirements

- Must be at least 21 years of age.
- Must have high school diploma or GED
- Must have clean background check (including no order of protections, restraining orders, late child support, DUI, etc.)
- Must be willing to work flexible days and hours
- Integrity, honesty and work with public
- Five (5) years of skilled construction work, construction inspection, building construction, or related experience preferred.

#### Post-Employment Performance Standards & Expectations

- Knowledge of Bedford County Zoning Resolution
- Knowledge of Bedford County adopted Building Codes, laws, and resolutions relating to construction.
- Knowledge of OSHA laws.

- Knowledge of the International Building Codes, International Residential and other applicable codes such as Plumbing, and Mechanical Codes.
- Ability to read and interpret plans and specifications.
- Ability to enforce codes and regulations.
- Ability to detect deviations from regulatory codes.
- Ability to work with the public.
- Ability to work with co-workers.
- Ability to discuss, explain, and interpret codes requirements.
- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Ability to maintain accurate records.
- Ability to write detailed reports.
- Ability to perform detailed inspections.
- Ability to communicate effectively, both, orally and in writing.
- Ability to use sound judgement in decision making.
- Ability to independently research and gather information.
- Ability to establish and maintain effective working relationships.
- Ability to exercise authority over projects while being helpful, not punitive.

#### Licenses Required (Post Employment)

- Valid “Class D” Tennessee Driver’s License.
- Certified Building Inspector (ICC)
- IBC & IRC Building Inspector
- IBC & IRC Plumbing Inspector
- IBC & IRC Mechanical Inspector
- Any employee appointed to this classification shall obtain the certifications within one (1) year from the effective date of his/her appointment.
- ***Failure to meet the certification requirements within the one (1) year period shall result in disciplinary action.***

#### Salary:

- The regular pay for this position is negotiable depending upon the level of experience the candidate may possess and whether or not he/she already holds the requisite licenses and certifications.

Application Deadline

All applications must be submitted by hand or mail to HR dept.

Please visit [www.bedfordcountyttn.org](http://www.bedfordcountyttn.org) to print the employment application.

Printed applications may be mailed or delivered to:

HR Department- Attn. Anita Epperson  
1 Public Square, Suite 101 - Bedford Co. Mayor's Office  
Shelbyville, TN 37160

**No later than Oct. 19<sup>th</sup> 4:00 pm**