

# HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

## **CODES AND ZONING COMMITTEE**

*David Thomas, Chair*  
*Lonnie Taylor, Vice Chair*  
*Rosalie Myhan, Secretary (NVM)*

*Tommy Belcher*  
*Alan Carman*  
*David Nollner*

*Rick Gregory, Consultant*

### **AGENDA**

AUGUST 1, 2024 | 6:00PM | MAYOR'S OFFICE

1. Call Meeting to Order
2. Review minutes from June 6
3. Discussion
  - A. Update from Rick Gregory
  - B. Review Building Inspector Job Description
  - C. Burn Permits
  - D. Blasting Permit Review
  - E. Other
4. Public Comment
5. Adjourn

## JOB ANNOUNCEMENT

TO: All Interested Parties

Date: September 2018

FROM: County Mayor

POSITION: Building Official/Building Inspector/Zoning and Codes Enforcement Director

**JOB SUMMARY:** Under the direction of the County Mayor, subject to County Commission confirmation, operates and directs the Building, Zoning, Planning, and Codes Enforcement department. Performs technical field inspections and investigative work in enforcement of the adopted Zoning, Building, Plumbing, Mechanical, Fire and Property Maintenance Code to ensure the safety and general welfare of residents and to maintain safety and property values of all structures in Hartsville/Trousdale County.

### DUTIES AND RESPONSIBILITIES:

1. Makes field inspections of and approves all phases of public and private construction and improvement work to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations. Issues correction notices, stop work orders, and or approvals as required.
2. Maintains accurate records of all inspections, investigations and findings including written, electronic, and photographic documentation.
3. Operates and maintains public office duties, including answering email and phone questions, permit applications, plan reviews, issue building permits, maintains all files and records, and other such duties. Issue Certificate of Occupancy and Change of Occupancy documents.
4. Provides continuous and ongoing evaluation of construction progress to observe safety procedures and code compliance. Issue stop work orders for work commencing without building permits or not in compliance. Receives complaints in regard to defective or substandard construction or Zoning violations and handles enforcement problems.
5. Confers and answer questions with architects, contractors, builders and the general public in the field. Conducts Plans reviews of Residential and Commercial construction, architectural drawings, site plans, surveys, and approves or rejects proposed plans as appropriate.
6. Ability to explain and interpret pertinent laws, ordinances, regulations and codes. To enforce such tactfully, impartially and firmly to everyone under stressful circumstances.
7. Recommends and drafts new ordinances and amendments to existing codes, Zoning ordinances, Subdivision Regulations, or other similar regulations/ordinances.
8. Develops and administers the annual departmental budget; monitors expenditures to ensure compliance with approved budget.
9. Attends various meetings, serves on committees, makes speeches and presentations as needed; and be staff support to the Planning Commission and the Board of Zoning appeals, as well as the County Commission. Assists or prepares agendas and packets of info for such meetings.
10. Be the Flood Plain manager for Hartsville/Trousdale County. Review all building permit applications for compliance, require Certificate of Elevation, and maintain records for annual audits.
11. Monitors inventory of department equipment and supplies; initiates purchase orders for new materials.
12. Assists in identifying grant opportunities and grant writing and administration.
13. Assist with addressing of new homes, road names, and duties as needed by the local 911 board.
14. Serves as Fire Safety Inspector providing inspections, and needed reports.

15. May be designated by the County Commission as Codes Enforcement Officer, handling all complaints and violations of Zoning and Building ordinances, work in conjunction with the Sheriff and County Attorney. Do investigative work to determine extent of legal actions or punitive remedies taken by the Dept. for resolution of various code violations.
16. Serves as the County ADA coordinator, representing the County in disputes and complaints pertaining to Federal ADA requirements, maintain the county notifications, public access and adjudicates requests for allowed relief and accommodation's.
17. Work in conjunction with the Property Assessor, to maintain accurate and up to date maps of the County and its Zoning Districts. Aid in Census maps, and voting redistricting as needed.
18. Prepare and present monthly reports to the Planning Commission, HUD, and Mayor. Prepare semi-annual report to the County Commission of all revenue streams and anticipated future tax revenues, number of Building reports issued, and growth trends,
19. Other duties and responsibilities may be at the direction of the Mayor or County Commission. Such as Administrator of certain grants and projects, representative to RPO, and TDOT certifications. Emergency Planning committee, ICS training and certifications, as well as damage assessments in a disaster situation.

#### QUALIFICATIONS/COMPETENCIES:

1. High School Diploma or pertinent College Degree. Experience in inspection, law enforcement, code compliance or general construction. Some college or 3-5 years and additional experience in passing standardized testing preferred.
2. Must hold or obtain ICC Certifications in Building, Plumbing, and Mechanical (both residential and commercial) and /or State of Tennessee Certified Codes Inspector License within one year of hire (As required by State Law). Fire Inspector License also required if performing those duties.
3. Must provide personal cell phone and transportation as required.
4. Must possess a valid Tennessee Driver's License, and Insurance.
5. Must be physically capable to walk on all terrains, climb ladders, and maneuver in crawl spaces, attics and all areas of construction sites. Pass a physical examination and drug test as required.
6. Must possess strong written and verbal communication skills, and make explanations to the public, contractors, and workers under potentially stressful circumstances.
7. Considerable skill in reading and interpreting construction drawings, plans, specifications and codes. Considerable ability to remember and retain, complicated engineering principals and codes.
8. May be exposed to wet/ or humid conditions, moving mechanical parts, high precarious places, fumes, airborne particulates toxic or caustic chemicals, outside weather conditions of extreme heat and cold. Some work environment has high noise levels, and numerous safety concerns.
9. Ability to multi-task and pay attention to detail. Ability to operate test equipment, be computer literate in email, word processing, and spread sheet applications.
10. Ability to understand and follow written and oral instructions. To establish and maintain effective working relationships with superiors, employees, contractors, government officials and the public. Ability to work with those who may have differing opinions and maintain cooperative working relationships.
11. Adheres to City, State, and Federal laws, rules and regulations and have or obtain any needed certifications or licenses.

OTHER INFORMATION:

1. Full time hourly position per Hartsville/Trousdale County Personnel Policy, with any and all benefits and restrictions contained within the personnel policy.
2. Pay as agreed, commensurate with experience and certifications.
3. Any costs for required testing for certifications will be reimbursed only upon successful completion.
4. May be required to use personal vehicle subject to customary reimbursement.
5. Periodic extended travel will be required for training and conferences, subject to County travel policy.

Employment Application and Resume (please attach copies of pertinent Certifications and Licenses), must be received by the Mayor's office by **12:00 noon, Monday October 15, 2018**. For more information or interview contact Dwight Jewell, County Administration BLDG. 328 Broadway Room 1, Hartsville TN 37074 or call 615-374-1125

**HARTSVILLE/TROUSDALE COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

# Hartsville/Trousdale County Metropolitan Government

## Job Description

	<b>DATE PREPARED</b>	
<b>JOB TITLE:</b>	Building Inspector	
<b>DEPARTMENT:</b>	Building, Codes, and Zoning	
<b>REPORTS TO:</b>	Mayor	
<b>PAY GRADE:</b>		<b>FLSA STATUS:</b> Exempt
<b>SUMMARY</b>		
<p>This position operates and directs the Building, Zoning, Planning, and Codes Enforcement department. Performs technical field inspections and investigative work in enforcement of the adopted Zoning, Building, Plumbing, Mechanical, Fire and Property Maintenance Code to ensure the safety and general welfare of residents and to maintain safety and property values of all structures in Hartsville/Trousdale County.</p>		
<b>ESSENTIAL FUNCTIONS</b>		
<ol style="list-style-type: none"> <li>1. Makes field inspections of and approves all phases of public and private construction and improvement work to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations. Issues correction notices, stop work orders, and or approvals as required.</li> <li>2. Maintains accurate records of all inspections, investigations and findings including written, electronic, and photographic documentation.</li> <li>3. Operates and maintains public office duties, including answering email and phone questions, permit applications, plan reviews, issue building permits, maintains all files and records, and other such duties. Issues Certificate of Occupancy and Change of Occupancy documents.</li> <li>4. Provides continuous and ongoing evaluation of construction progress to observe safety procedures and code compliance. Issues stop work orders for work commencing without building permits or not in compliance. Receives complaints in regard to defective or substandard construction or Zoning violations and handles enforcement problems.</li> <li>5. Confers and answers questions with architects, engineers, contractors, builders and the general public in the field. Conducts Plans reviews of Residential and Commercial construction, architectural drawings, site plans, surveys, and approves or rejects proposed plans as appropriate.</li> <li>6. Recommends and drafts new ordinances and amendments to existing codes, Zoning ordinances, Subdivision Regulations, or other similar regulations/ordinances.</li> <li>7. Develops and administers the annual departmental budget; monitors expenditures to ensure compliance with approved budget.</li> <li>8. Attends various meetings, serves on committees, makes speeches and presentations as needed; and is staff support to the Planning Commission and the Board of Zoning appeals, as well as the County Commission. Assists or prepares agendas and packets of information for such meetings.</li> <li>9. Serves as the Flood Plain manager for Hartsville/Trousdale County. Reviews all building permit applications for compliance, requires Certificate of Elevation, and maintains records for annual audits.</li> <li>10. Assists in identifying grant opportunities and grant writing and administration.</li> <li>11. Assists with addressing of new homes, road names, and duties as needed by the local 911 board.</li> <li>12. Serves as Fire Safety Inspector providing inspections and needed reports.</li> </ol>		

		<b>DATE PREPARED</b>	
<b>JOB TITLE:</b>	Building Inspector		
<b>DEPARTMENT:</b>	Building, Codes, and Zoning		
<b>REPORTS TO:</b>	Mayor		
<b>PAY GRADE:</b>		<b>FLSA STATUS:</b>	Exempt
<p>13. Handles all complaints and violations of Zoning and Building ordinances, works in conjunction with the Sheriff and County Attorney. Does investigative work to determine extent of legal actions or punitive remedies to be taken by the Department for resolution of various code violations. Represents the County in court along with the County Attorney for code violations and property maintenance violations.</p> <p>14. Works in conjunction with the Property Assessor to maintain accurate and up to date maps of the County and its Zoning Districts. Aids in updating Census maps, and voting redistricting as needed.</p> <p>15. Prepares and presents monthly reports to the Planning Commission, HUD, and Mayor. Prepares semi-annual report for the County Commission of all revenue streams and anticipated future tax revenues, number of Building reports issued, and growth trends.</p> <p>16. Prepares monthly reports for U.S. Census Bureau and State of Tennessee.</p> <p><b><i>Other duties as requested.</i></b></p>			
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>			
<p>Knowledge of State, City and County building codes governing the construction and maintenance of buildings.</p> <p>Knowledge of plumbing and electrical functions.</p> <p>Ability to read and interpret construction plans and blueprints.</p> <p>Ability to interpret and explain pertinent laws, ordinances, regulations and codes, and to enforce such firmly, tactfully, and impartially.</p> <p>Ability to organize and prioritize work.</p> <p>Ability to establish and maintain effective working relationships with co-workers, elected officials, other organizations and the general public.</p> <p>Intermediate to advanced proficiency in Microsoft Word and Excel required.</p>			
<b>EDUCATION AND EXPERIENCE</b>			
<p>Associate's degree required</p> <p>4 to 6 years' related experience required</p>			
<b>LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS</b>			
<p>Valid driver's license.</p> <p>Residential Building Certification</p> <p>Residential Plumbing Certification</p> <p>Residential Mechanical Certification</p> <p>Commercial Building Certification</p>			

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<b>DEPARTMENT:</b>	Building, Codes, and Zoning		
<b>REPORTS TO:</b>	Mayor		
<b>PAY GRADE:</b>		<b>FLSA STATUS:</b>	Exempt
<p>Commercial Plumbing Certification  Commercial Mechanical Certification  Registration with Middle Tennessee Codes Official Association  Registration with International Codes Council  Maintain a state license as a Codes Inspector for required certifications.</p>			
<b>WORK ENVIRONMENT/PHYSICAL DEMANDS</b>			
<p>Work is generally performed outdoors and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to active construction sites, dirt, dust, loud noises, tobacco smoke, insulation fiberglass dust, chemical spray and construction burn pit smoke. The employee will be required to sit, stand, stoop, bend, crawl, climb ladders, and navigate uneven terrain.</p>			
<b>EQUIPMENT USED</b>			
<p>Commonly used office equipment such as telephones, personal computers, calculators, and copy machines. May also use equipment such as tape measures, camera equipment, and hand tools.</p>			
<b>SUPERVISION EXERCISED</b>			
<p>This position has direct supervisory responsibility of one employee, an Administrative Assistant.</p>			
<p><b><i>Disclaimer: The duties and responsibilities described herein are not intended to be a comprehensive list. Additional tasks may be assigned to the incumbent from time to time or the scope of the job may change as necessitated by business demands.</i></b></p>			
<b>REVIEWED BY:</b>		<b>DATE:</b>	

Section \_\_\_\_\_

Open burning restricted. Open burning within the Urban Services District is restricted as follows:

(1) No person shall cause, suffer, allow or permit open burning of refuse, garbage, trade waste, ~~trees, limbs, leaves, brush, grass~~, flammables, combustibles, wood scraps, or materials from construction or salvage operations.

(2) Open burning of trees, limbs, leaves, brush, and grass shall be by permit only.

~~(23)~~ Open burning as listed below may be conducted without permit provided that no public nuisance is or will be created by the open burning:

(a) Fires used for the cooking of food or for ceremonial or recreational purposes including barbecues, fire pits and outdoor fireplaces:

(b) Fires set for the training and instruction of firemen or for research in fire protection or prevention or Right-of-Way clearing by authorized contractor(s).

~~(34)~~ Adherence to these regulations will not relieve the person responsible for such burning from the consequences of any damages, injuries, or claims resulting from such open burning.

~~(45)~~ Nothing in this section shall be construed to conflict or be contrary to the Tennessee Air Quality Act (Tennessee Code Annotated, § 68-22-108, et seq.), and the person or organization seeking a permit shall be solely responsible for compliance with the Act in the event a permit is issued. (Ord. 88-647, §§ 1-5, as replaced by Ord. #97-1575, Feb. 1997, and renumbered by Ord. #06-2921, July 2006)

(6) Nothing in this section shall be construed to conflict or be contrary to TCA 39-14-304 Reckless burning or TCA 39-14-306. Setting fires at certain times without permit

~~(57)~~ Adoption of this ordinance voids, vacates and supersedes Ordinance #9-93 entitled "An Ordinance of the Town of Hartsville, Tennessee, to amend Title 7, Chapter 2, Section 7-202 of the Hartsville Municipal Code"

~~(68)~~ As approved by Committee, Date?

~~(79)~~ Effective Date?