
TOWN OF OAKLAND

170 DOSS CIRCLE
P.O. BOX 56
OAKLAND, TENN. 38060
901-465-8523 • FAX 465-1883



The Town of Oakland invites qualified applicants for the position of Building & Codes Director. We are looking for a proven, dynamic individual that will provide professional leadership that will positively affect both the Department and the community. The selected Director shall be a self-starter, progressive, energetic and a leader in Building & Codes Enforcement services to the public.

Successful candidate must possess comprehensive knowledge of building & code standards and enforcement. Candidates should have extensive experience with building standards, and inspections, plan reviews, site plans, and code enforcement regulations and practices, maintain cooperative relationships with Town officials and the public, and to promote community understanding of building and codes activities are essential in this position.

This position provides a wide variety of plan review and inspection services to ensure that all building and related codes, policies, and ordinances are effectively and equitably enforced and administered.

Under the direction of the Town Manager, and with limited supervision, responsibilities include to plan, manage, direct the operations and services of the Department which includes:

- Reviews proposed plans for residential/commercial/industrial structures to ensure that they meet building, fire, plumbing, mechanical, accessibility and energy codes, as well as requirements established by the Town and other agencies
- Reviews permit applications and construction documents to ensure accurate reflection of work projected
- Coordinates the approval of applications, fees, and the issuance of permits with department office support personnel
- Maintains daily inspection log and related records in an up-to-date and orderly fashion to expedite division record keeping procedures
- Provides information and advice to the public, architects, designers, and developers regarding the interpretation of building codes to clarify requirements for construction design, materials, and practices

- Ensures that all applicable conditions and requirements of approval have been satisfied prior to issuance of permits and that adequate records are maintained
- Conducts inspections on all permitted construction work involving building, mechanical, accessibility, energy, plumbing and fire protection systems to assure work is performed consistent with applicable codes and ordinances
- Conducts research for special studies as assigned relating to various functions and responsibilities of the division and develops timely and complete reports and recommendations
- Investigates complaints filed with the Town and takes appropriate action to secure correction of problem
- Responds in a prompt, positive and courteous manner over the phone and in person to inquiries from architects and designers, developers, contractors, homeowners and others regarding building and system codes, related ordinances, policies, and procedures
- Supervisor Department Staff
- Prepares Department budget
- Planning Commission and the Mayor & Board of Aldermen monthly meeting attendance is required
- Performs other duties as assigned.

Minimum Qualifications:

- Five (5) to seven (7) years of relevant experience in Building & Codes Enforcement, with local government experience desired
- State of Tennessee (or ICC) certifications in Residential Building Code, Existing Building Code, Mechanical Code, Plumbing Code, Property Maintenance Code, or related ICC standards.
- Ability to develop and maintain positive and effective working relationships with the general public, contractors, architects, and other employees
- Capable of safely performing physical actions necessary to conduct inspections at, above, or below ground level of construction sites
- Strong oral and written communication skills
- Knowledge of basic office application and software.

Physical Requirements:

This position typically requires the ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, grasp, lift, talk, hear, see, and in case in repetitive motions. Position will be subject to all weather conditions.

A valid, current Driver's License is required. Selected candidate will be required to pass a background check, physical, and drug screening.

This is a full-time salaried exempt position with a salary range of \$62,400 - \$69,900 per year with a competitive benefits package.

Applications are available on the Town website www.oaklandtennessee.org or at Town Hall, 170 Doss Circle, Oakland, TN, 38060 during regular business hours.

Applications / Resumes can be emailed to; Oakland Town Manager

Hellis@oaklandtn.gov

Apply immediately; position open until filled.

The Town of Oakland is an Equal Opportunity Employer.