



## **Building Director**

**JOB TITLE**

Building Director

**GRADE**

13

**DEPARTMENT**

Building

**JOB PURPOSE:**

This is very responsible professional, technical, managerial, and administrative work coordinating and managing the enforcement of various codes and in the inspection of all phases of building plans and construction. Supervises the administration and coordination of all zoning, building, health, gas, mechanical, plumbing, sanitation, and municipal codes for the City of Gatlinburg and coordinates with county, state, and federal agencies.

**ESSENTIAL FUNCTIONS:**

Supervises and directs the inspection processes; applications and submittals; reviews and may perform residential, commercial, and industrial building and related code inspections; supervises and may review plans for building permits, signs, stormwaters, and stormwater and floodplain ordinance reviews and enforcement; maintaining appropriate records and files; preparing reports. Supervises the day-to-day activities of the Building Official, City Building Inspectors and the Stormwater/Utility Map Coordinator. Responsible as the ADA Coordinator for execution of City-wide ADA compliance.

**QUALIFICATIONS:**

Graduation from an accredited four year high school supplemented with additional training and education in construction, Architecture, Engineering or closely related field; a minimum of two years of progressively responsible experience as a building official, inspector, contractor or field superintendent; good organizational, interpersonal, analytical and decision making skills; sufficient strength and agility to perform the physically demanding aspects of the job; and the ability to interpret and explain governing codes, regulations and ordinances.

**SPECIAL REQUIREMENTS:**

- Possession of a valid Tennessee Driver's license and the ability to be insured at standard vehicle liability rates.
- Possession of current Tennessee building inspection certification, plumbing certification, and mechanical certification.
- Preferred that Incumbents are a Certified Building Official.
- Preferred that Incumbents are a Certified Plans Examiner.
- Preferred that Incumbents have a Certification as a Master Codes Professional.

The current starting pay for a Building and Planning Director is \$81,600.00 . Salaries may be adjusted above starting pay based on experience, education and/or certifications.

A post-offer drug screen, background and physical are required.

Applications accepted until the position is filled.

**Applications are available at City Hall, 1230 East Parkway, Gatlinburg or online at [www.gatlinburgtn.gov](http://www.gatlinburgtn.gov).**

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

**Please see the attached job description.**