

ORDINANCE NO. \_\_\_\_\_

An ordinance creating the positions of Assistant Grants and Accountability Officer, Fire Deputy Director Chief, Grants and Accountability Officer, Investments Portfolio Manager, Short Term Rental Inspector 1, Traffic Management Center Manager, Traffic Management Center Operator 1, Traffic Management Center Operator 2, Traffic Management Center Supervisor, Urban Forestry Chief, Urban Forestry Inspector 1, Waste Services Superintendent, Water Field Technician Supervisor, Zoning Inspection Chief, Zoning Inspector 1, Zoning Inspector 2.

WHEREAS, Section 12.10 of the Metropolitan Charter provides that newly created positions within the Metropolitan Government shall be approved by ordinance; and,

WHEREAS, the Director of Human Resources has recommended to the Civil Service Commission the need to create the positions of Assistant Grants and Accountability Officer, Fire Deputy Director Chief, Grants and Accountability Officer, Investments Portfolio Manager, Short Term Rental Inspector 1, Traffic Management Center Manager, Traffic Management Center Operator 1, Traffic Management Center Operator 2, Traffic Management Center Supervisor, Urban Forestry Chief, Urban Forestry Inspector 1, Waste Services Superintendent, Water Field Technician Supervisor, Zoning Inspection Chief, Zoning Inspector 1, Zoning Inspector 2; and,

WHEREAS, the Civil Service Commission has approved the need to create these new positions; and,

WHEREAS, the Mayor agrees with this recommendation.

NOW, THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1: There is hereby created the following positions in the classified service. (A copy of the job description of each classification is attached and is incorporated into this Ordinance as if fully set out herein.)

<u>CLASSIFICATION</u>	<u>CLASS NUMBER</u>	<u>GRADE</u>
Assistant Grants and Accountability Officer	11391	OR11
Fire Deputy Director Chief	11385	FD13
Grants and Accountability Officer	11393	OR13
Investments Portfolio Manager	11392	OR11
Short Term Rental Inspector 1	11395	ST10
Traffic Management Center Manager	11390	OR09
Traffic Management Center Operator 1	11394	ST09
Traffic Management Center Operator 2	11396	ST10
Traffic Management Center Supervisor	11380	OR07
Urban Forestry Chief	11386	OR07
Urban Forestry Inspector 1	11397	ST10
Waste Services Superintendent	11389	OR07
Water Field Technician Supervisor	11400	TR11
Zoning Inspection Chief	11385	OR07
Zoning Inspector 1	11398	ST10
Zoning Inspector 2	11399	ST11

Section 2: This Ordinance shall take effect from and after its passage, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

RECOMMENDED BY:



Shannon Hall, Director  
Metropolitan Department of Human Resources



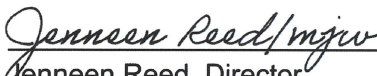
William H. Farmer, Chairman  
Metropolitan Civil Service Commission

INTRODUCED BY:



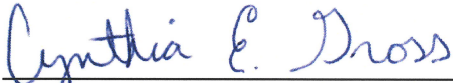
Members of Council

APPROVED AS TO AVAILABILITY  
OF FUNDS:



Jenneen Reed, Director  
Metropolitan Department of Finance

APPROVED AS TO FORM  
AND LEGALITY:



Metropolitan Attorney

APPROVED AND RECOMMENDED TO THE  
METROPOLITAN COUNTY COUNCIL FOR  
ADOPTION:



Freddie O'Connell,  
Mayor

## **ASSISTANT GRANTS AND ACCOUNTABILITY OFFICER**

**CLASS NUMBER:** 11396

**GRADE:** OR11

**EEO CATEGORY:** Officials/Administrators

**FLSA:** Top-Level Mgt.

### **JOB OBJECTIVE**

Assists the Grants and Accountability Officer with managerial and professional duties involved in overseeing strategic direction and day-to-day operations in the Division of Grants and Accountability for the Office of Financial Accountability. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Manages and performs duties involved in supervising and participating in the strategy, planning, and operations of the Division of Grants and Accountability for the Office of Financial Accountability.

Advises Grants and Accountability Officer on activities.

Evaluates programs and activities of Metro government to assess financial impacts and oversees or participates in the implementation of opportunities for improving financial reporting, tracking and operational processes and internal controls.

Designs compliance or review techniques and procedures in accordance with Government Auditing Standards and develops new audit approaches in response to new laws, regulations, and standards.

Develops and assists with the execution of various Metro financial policies and procedures as assigned.

Assists with development, maintenance, and oversight of record retention activities.

Assists with completion of various special projects through research, analyses, and implementation strategies.

Assists with development and implementation of communication strategies for the division.

Processes and prepares payroll and supporting documentation for all payroll related disbursements.

Establishes policies and procedures for the division as directed.

Confers with division heads on finance administration.

Confers with departments about finance administration.

Determines proper flow of work within the division.

Coordinates completion of various special projects through research, analyses, and implementation strategies.

Serves as lead on various technology projects impacting operations as assigned.

Serves as the Metro Liaison on Cost Accounting issues with external stake holders and partners.

Process and prepare payroll and supporting documentation for all payroll related disbursements.

Develops, maintains and provides ongoing modifications to the record retention for Cost Planning program reports and documents.

Researches and resolves program related survey requests, questions, and audit findings and/or problems with Federal/State and Local agencies regarding indirect cost recovery and cost benchmarking information.

Oversees and participates in the planning and performance of financial reviews, performance and compliance audits as requested.

Attend Council meeting and workshops upon request.

## **Page 2 – ASSISTANT GRANTS AND ACCOUNTABILITY OFFICER**

Acts on behalf of the Grants and Accountability Officer in their absence, as required.

Oversees and participates in the planning and coordination of audits, monitors reviews and approves project schedules.

Oversees monitoring staff responsible for completing of monitoring reviews of Federal and State grant awards administered by Metro departments, monitors reviews of grant awards provided by Metro to Nonprofit Organizations and monitors the issuance of compliance reports as assigned.

Oversees staff responsible for the development of cost accounting guidelines and policies for the preparation of departmental indirect cost rate proposals, cost allocation plans, and full cost accounting billing rates and fee structures as assigned.

Oversees staff responsible for coordination of grant documents for proper review and approval by Finance, Legal, Risk Management and acceptance and authorization of grant expenditures by Metro Council as assigned.

Supervises employees as assigned.

Establishes work priorities and develops work standards for delegated subordinates.

Reviews work as needed to ensure accuracy and compliance with established policies and procedures.

Approves leave requests.

Evaluates employee performance.

Interprets rules and policies.

Counsels with and corrects employees as needed.

Trains and develops employees.

Develops employee internship program and other employee-related special projects.

Performs various administrative duties.

Leads, assigns and monitors progress on special projects.

Provides comprehensive data and keeps management informed and advised on finance matters.

Prepares written and oral reports.

### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Supervises employees within the Division of Grants and Accountability for the Office of Financial Accountability and the Office of Grants and Cost Planning.

This position receives direction and reports to the Grants and Accountability Officer who sets overall goals and objectives and assists with any complex or unusual problems as needed.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

The work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university and seven (7) years of progressively responsible experience in financial administration.

Advanced licensing in the Governmental/Accounting Profession such as Certified Public Accountant preferred.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

### **PERFORMANCE STANDARDS**

Knowledge of the principles, practices, rules, regulations, and laws related to governmental accounting, grants administration, budgeting, auditing, and purchasing.

Knowledge of the laws, ordinances, rules, regulations, and policies affecting the operation of the Finance Department.

Knowledge of principles and practices of supervision.

Knowledge of principles and practices of administration.

Knowledge of Civil Service rules, policies, and procedures.

Skill in negotiation and conflict management.

Skill in problem solving and setting goals.

Skill working with the public.

Skill explaining policies, procedures, and principles in laymen's terms.

Skill in performing research.

Ability to perform cost/benefit, usage, and other kinds of analyses.

Ability to train and supervise employees.

Ability to interpret statistical and financial information.

Ability to maintain, store and secure accurate records.

Ability to make estimates of revenues and expenditures.

Ability to establish policies and procedures.

Ability to answer questions and resolve problems.

Ability to evaluate situations and information effectively.

Ability to perform various types of financial analysis.

Ability to communicate effectively, both orally and in writing.

Ability to coordinate and direct the work of others.

Ability to interpret and present statistical and financial information.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

Valid Driver License may be required for certain positions in this classification.

**Date Approved: 04/22/2025**

**Date Effective: 07/01/2025**

**Date Revised:**

## **FIRE DEPUTY DIRECTOR CHIEF**

**CLASS NUMBER:** 11385

**EEO CATEGORY:** Officials/Administrators

**GRADE:** FD13

**FLSA:** Top-Level Mgt.

### **JOB OBJECTIVE**

Assists the Fire Director Chief with planning, direction, and administration of the programs and activities of the Nashville Fire Department. Performs administrative, operational, and supervisory duties involved in overseeing activities of support services, suppression/rescue services, or emergency medical services bureaus of the Fire Department; assists with overall management of department. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Provides direct support and assistance to the Fire Chief in managing operations of the department  
Assists the Chief in establishing long- and short-range goals and objectives for the department.

Facilitates effectiveness of departmental operations.

Directs, plans, organizes and supervises, through subordinate staff, operational and administrative activities of the division.

Facilitate and monitor department-wide strategies, community engagement programs, and precision policing programs.

Oversees development, implementation, and maintenance of detailed department manuals and procedures.

Assumes oversight of bureaus or divisions of the department as deemed necessary by the Fire Chief.

Confers with citizens and city officials on issues and assists in the development of policies.

Develops or directs the development and maintenance of special projects designed to optimize departmental operations and evaluate effectiveness of programs.

Assists with annual budget preparation and administration of the budget.

Maintains liaison with other governmental agencies, as well as private organizations.

Recommends department resources for community involvement.

Evaluates and dispenses information to the department as well as the public as needed.

Attends meetings and conferences.

Performs supervisory duties.

Administers personnel policies and makes recommendations for disciplinary action and related matters.

Assigns and reviews work.

Evaluates employee performance.

Counsels with and corrects division employees as needed.

Approves leave requests.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Directly supervises Deputy Chiefs and exercises direct or indirect supervisory responsibility over other sworn and civilian personnel in the Nashville Fire Department.

## **PAGE 2 - FIRE DEPUTY DIRECTOR CHIEF**

Receives general direction from the Fire Chief, who sets the overall goals for the Department. Employee works under broad administrative guidance of the Director Chief and has latitude to make decisions for daily operations.

Employee exercises discretion and judgment and has a high level of personal accountability.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated. In the field, employees are exposed to various types of hazardous conditions, adverse weather and highly stressful situations. May be required to use protective clothing or gear such as masks, goggles, gloves, protective helmets, etc.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

#### **Fire Deputy Chief- Services Bureau**

Associates Degree from an accredited college or university and ten (10) years experience in the Operations bureau and classified as a Fire District Chief or above (or equivalent rank) in the Nashville Fire Department.

\*NOTE: As per Civil Service Policy 8.2C-I, this classification is designated as an assignment classification. Employees who are assigned to this classification shall hold the classification and be compensated at the assigned grade level until such time as the assignment ends; at which time the employee's classification and pay grade revert back to their permanently assigned position.

### **PERFORMANCE STANDARDS**

Thorough knowledge of managerial and administrative principles and practices.

Thorough knowledge of the principles of budgeting and personnel administration.

Knowledge of budget practices and purchasing procedures.

Knowledge of the principles of fire administration, suppression, or emergency medical services, depending upon position location.

Knowledge of fire prevention methods, laws and codes applying to fire prevention.

Knowledge of Civil Service and departmental rules, policies, and procedures.

Knowledge of the theories and practices of supervision.

Skill in setting goals.

Skill in dealing with the public.

Skill in meeting and handling the public and the media.

Ability to review the operating effectiveness of a division and to institute necessary improvements.

Ability to direct and manage a large division.

Ability to coordinate and review the work of a large number of employees.

Ability to analyze and interpret data.

Ability to plan, organize, and implement programs to meet the needs of the public.

Ability to allocate resources.

**PAGE 3 - FIRE DEPUTY DIRECTOR CHIEF**

Ability to monitor and analyze activities.

Ability to direct the work of others.

Ability to train others.

Ability to keep accurate records.

Ability to evaluate employees.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

**LICENSE REQUIRED**

Valid Driver License

Valid State of Tennessee Emergency Medical Technician License

Handgun Permit (If Required)

**Date Approved: 04/22/2025**

**Date Effective: 07/01/2025**

**Date Revised:**

## **GRANTS AND ACCOUNTABILITY OFFICER**

**CLASS NUMBER:** 11393

**GRADE:** OR13

**EEO CATEGORY:** Officials/Administrators

**FLSA:** Top-Level Mgt.

### **JOB OBJECTIVE**

Directs and manages strategic direction and operations in the Division of Grants and Accountability for the Office of Financial Accountability. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Directs overall strategy and operations in the Division of Grants and Accountability for the Office of Financial Accountability.

Advises Finance Deputy Director on activities.

Directs the planning and coordination of audits, monitors reviews and approves project schedules.

Directs the development, maintenance, and oversight of record retention activities.

Directs the completion of various special projects through research, analyses, and implementation strategies.

Oversees staff responsible for completing of monitoring reviews of Federal and State grant awards administered by Metro departments, monitors reviews of grant awards provided by Metro to Nonprofit Organizations and monitors the issuance of compliance reports as assigned.

Oversees staff responsible for the development of cost accounting guidelines and policies for the preparation of departmental indirect cost rate proposals, cost allocation plans, and full cost accounting billing rates and fee structures.

Oversees staff responsible for coordination of grant documents for proper review and approval by Finance, Legal, Risk Management and acceptance and authorization of grant expenditures by Metro Council.

Confers with departments and division heads on finance administration.

Oversees administration in the Division of Grants and Accountability for the Office of Financial Accountability's annual budget.

Determines proper flow of work within the division.

Directs research and resolution of audit findings related to Federal/State and Local grantors.

Directs the completion of various administrative activities as assigned.

Develops and implements communication strategies.

Approves payroll and supporting documentation for all payroll related disbursements.

Establishes policies and procedures for the Office of Financial Accountability.

Directs the evaluation of programs and activities of Metro government to assess financial impacts and oversees or participates in the implementation of opportunities for improving financial reporting, tracking and operational processes and internal controls.

Designs compliance or review techniques and procedures in accordance with Government Auditing Standards and develops new audit approaches in response to new laws, regulations, and standards.

Develops and oversees the execution of various Metro financial policies and procedures as assigned.

Confers with the Mayor, Council members, and department heads on financial matters as needed.

Serves as the Metro Liaison on Cost Accounting issues with stake holders and business partners.

Serves as contact with Metro Council and various parties on various topics based upon request.

## **Page 2 - GRANTS AND ACCOUNTABILITY OFFICER**

Provides technical assistance and training to internal and external stakeholders related to grants management.

Supervises employees as assigned.

Establishes work priorities and develops work standards for delegated subordinates.

Reviews work as needed to ensure accuracy and compliance with established policies and procedures.

Approves leave requests.

Evaluates employee performance.

Interprets rules and policies.

Counsels with and corrects employees as needed.

Trains and develops employees.

Performs various administrative duties.

Leads, assigns and monitors progress on special projects.

Provides comprehensive data and keeps management informed and advised on finance matters.

Prepares written and oral reports.

### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Supervises employees within the Division of Grants and Accountability for the Office of Financial Accountability.

This position receives direction and reports to the Finance Deputy Director who sets overall goals and objectives and assists with any complex or unusual problems as needed.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

The work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university and eight (8) years of progressively responsible experience in financial administration.

Advanced licensing in the Governmental/Accounting Profession such as Certified Public Accountant preferred.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

**PERFORMANCE STANDARDS**

Thorough knowledge of the principles, practices, rules, regulations, and laws related to governmental accounting, grants administration, budgeting, auditing, and purchasing.

Knowledge of the laws, ordinances, rules, regulations, and policies affecting the operation of the Finance Department.

Knowledge of principles and practices of supervision.

Knowledge of principles and practices of administration.

Knowledge of Civil Service rules, policies, and procedures.

Skill in negotiation and conflict management.

Skill in problem solving and setting goals.

Skill working with the public.

Skill explaining policies, procedures, and principles in laymen's terms.

Skill in performing research.

Ability to perform cost/benefit, usage, and other kinds of analyses.

Ability to train and supervise employees.

Ability to interpret statistical and financial information.

Ability to communicate effectively, both orally and in writing.

Ability to maintain, store and secure accurate records.

Ability to make estimates of revenues and expenditures.

Ability to establish policies and procedures.

Ability to answer questions and resolve problems.

Ability to evaluate situations and information effectively.

Ability to perform various types of financial analysis.

Ability to coordinate and direct the work of others.

Ability to interpret and present statistical and financial information.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

Valid Driver License may be required for certain positions in this classification.

**Date Approved: 04/22/2025**

**Date Effective: 07/01/2025**

**Date Revised:**

## INVESTMENTS PORTFOLIO MANAGER

**CLASS NUMBER:** 11392

**GRADE:** OR11

**EEO CATEGORY:** Officials/Administrators

**FLSA:** Top-Level Mgt.

### **JOB OBJECTIVE**

Plans, directs, and coordinates investments for the Metro Pension Fund for the central Finance Department. Oversees trade and invests in fixed income, equity or alternatives securities as assigned by the Metropolitan Treasurer. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Manages overall strategy and asset allocation of portfolio.

Constructs and designs portfolio to target policy-driven asset allocations.

Monitors fixed income, equity, and alternative asset classes in accordance with the Investment Policy.

- Researches and evaluates potential investments and investments managers.

- Manages investment contracts and compliance.

- Analyzes individual securities and macroeconomic data to inform investment decisions.

- Hedges portfolio to reduce risk exposure, as necessary.

- Conducts ad hoc quantitative projects for the fixed income, equities and alternatives allocation.

- Analyzes economic data.

- Collaborates on investment ideas with other portfolio managers, Treasury Staff, and Investment Consultant.

- Contributes to the strategy and management of Metro's operational cash and pension funds in collaboration with various other members of the Treasury team.

- Manages investment contracts and ensures compliance with terms of the Investment Policy.

- Participates in due diligence meetings and manager review; some travel required,

- Serves as liaison between Metro Legal and private market managers and other managers as needed

May serve on advisory boards for various private market funds.

Advises and supports the Treasurer and Investment Committee.

Collaborates with the Treasurer's Office Staff, other portfolio managers, and the Investment Consultant in investment ideas and strategy.

Contributes to the development of the annual pacing plan and monitors asset allocation progress in accordance with the annual pacing plan.

Manages relationships and oversees external-investment managers.

Coordinates activities with activities of government regulatory agencies or other governmental agencies.

Keeps management informed and advises management on finance issues/concerns.

Keeps abreast of changes and emerging trends in portfolio management.

Supervises employees as assigned.

- Develops work standards for delegated subordinates.

- Reviews work as needed to ensure accuracy and compliance with policies and procedures.

- Approves leave requests.

- Evaluates employee performance.

- Interprets rules and policies.

- Counsels with and corrects employees as needed.

Trains and develops employees.  
Performs various administrative duties.  
Leads, assigns and monitors progress on special projects.  
Provides comprehensive data and keeps management informed and advised on finance matters.  
Prepares written and oral reports.

### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Supervises all employees assigned to finance, auditing, and/or accounting divisions, as assigned.

Receives general direction and reports to a Finance Assistant Director or designee, who sets overall goals and objectives for the position.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

The work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university and eight (8) years of progressively responsible experience in portfolio management and administration.

Master of Business Administration preferred.  
Chartered Financial Analyst (CFA) or related designation preferred.  
Experience with portfolio construction, portfolio performance, trading and quantitative projects preferred.

### **PERFORMANCE STANDARDS**

Thorough knowledge of modern portfolio theory, the principles and practices of investment administration.  
Thorough knowledge of financial instruments, strategies, and markets  
Thorough knowledge of the various types of investments used by the Metropolitan Government.  
Knowledge of the laws, ordinances, rules, regulations, and policies affecting the operation of the Finance Department.  
Knowledge of quantitative and qualitative methods in portfolio management.  
Knowledge of statistics.  
Knowledge of reporting requirements.  
Knowledge of supervisory practices and procedures.  
Knowledge of Civil Service and departmental rules and procedures.  
Skill in negotiation and conflict management.  
Skill in problem solving and setting goals.

**Page 3 – INVESTMENTS PORTFOLIO MANAGER**

Skill in performing research.

Skill in performing various types of financial analysis.

Ability to maintain high standards of professional ethics.

Ability to effectively use organizational skills and maintain attention to detail.

Ability to interpret and explain statistical and financial information.

Ability to analyze, evaluate and measure effectiveness of programs

Ability to implement program changes in an efficient manner.

Ability to allocate resources.

Ability to monitor and analyze activities.

Ability to implement a disciplined approach to investment management.

Ability to create and deliver effective presentations.

Ability to direct, supervise, coordinate, train, and review work of employees.

Ability to maintain accurate records.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

None

**Date Approved: 04/22/2025**

**Date Effective: 07/01/2025**

**Date Revised:**

## **SHORT TERM RENTAL INSPECTOR 1**

**CLASS NUMBER:** 11395  
**EEO CATEGORY:** Technicians

**GRADE:** ST10  
**FLSA:** Non-Exempt

### **JOB OBJECTIVE**

Performs inspections to ensure compliance with and enforcement of the Metropolitan Short Term Rental Code in response to requests for service and other reports of violations. Assists the public with obtaining information pertaining to the short term rental ordinance. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Ensures compliance with Metropolitan short-term rental ordinance.  
Participates in permit issuance and the appeal application process.  
Certifies permit requirements and approval for permit issuance.  
Reviews property locations and applications for compliance with short-term rental regulations.  
Takes corrective actions against code violators.  
Performs internet research to substantiate complaints of short-term rental violations.  
Takes photographic evidence and documents violations in detail.  
Issues citations for failure to comply with the short-term rental code.  
Makes court appearances to prosecute code violators.  
Issues stop work orders, abate notices, and environmental court warrants for failure to comply with short-term rental regulations.  
Inspects for short-term rental activity occurring without a permit.  
Prepares for, conducts, and follows up on inspections regarding the short-term rental ordinance.  
Analyzes and interprets changes in the short term rental ordinance.  
Performs analysis of online short-term rental activity.  
Follows-up with re-inspections to verify compliance with regulations.  
Makes on-site inspections of dwellings and the surrounding premises.  
Determines measures necessary to comply with applicable ordinances.  
Performs administrative duties.  
Handles inquiries and resolves complaints and problems.  
Conducts research to determine property ownership  
Maintains accurate records and files.  
Prepares daily field inspection reports.  
Uses a computer to input and retrieve information.  
Follows-up on emails and phone calls pertaining to short-term rental inquiries and complaints.  
Communicates with the public on issues related to short-term rental codes.  
Attends various community/neighborhood and other meetings.  
Assists with the Short term Rental Appeals Board  
Stays current with short-term regulations.

### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

This is a non-supervisory classification.

This classification receives supervision from and reports to the Short Term Rental Inspection Chief, who directs and supervises all inspection activities, is consulted on unusual or difficult inspections, and/or makes decisions on inspection and enforcement operations

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

The employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

High School Diploma and five (5) years of responsible inspection, code enforcement, development services, city planning, engineering, and/or other related experience.

### **OR**

Associate's degree from an accredited college or university and three (3) years of responsible inspection, code enforcement, development services, city planning, engineering, and/or other related experience.

### **PERFORMANCE STANDARDS**

Knowledge of the Metropolitan short-term rental regulations.

Knowledge of short-term rental permit application requirements.

Working knowledge of Civil Service and department rules, policies, and procedures.

Skill using a personal computer.

Ability to analyze and keep track of consistent changes to short-term rental legislation.

Ability to analyze administrative problems and recommend improvements.

Ability to use independent judgement to apply policy to specific situations.

Ability to work with the public.

Ability to communicate effectively, both orally and in writing.

Ability to keep accurate records and write detailed reports.

Ability to establish and maintain effective working relationships.

Skill in problem-solving.

Ability to explain, interpret, and enforce codes, ordinances, and related laws.

Ability to analyze and evaluate related department records.

Ability to coordinate and advise a large group of professionals representing various departments, organizations, and groups.

Ability to perform inspections.

Ability to work with and speak before the public.

Ability to write letters and prepare detailed reports.

Ability to detect deviations from regulatory codes.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

### **LICENSES REQUIRED**

Valid Driver License

Certified by the International Code Council (ICC), as follows:

Certified Zoning Inspector (ICC)

Permit Technician (ICC)

Any employee appointed to this classification shall obtain such certification within two (2) years from the effective date of his/her appointment to said classification.

**Failure to meet the certification requirements within the two (2) year period shall result in disciplinary action.**

### **NOTE ON TRANSITIONING TO PROFESSIONAL LICENSE OR CERTIFICATION CLASSIFICATION:**

Employees in this classification shall be automatically upgraded to the next level in this classification series provided all of the criteria of Policy 5.6 B-III, Transitioning to Professional License or Certification Classification are met.

**Date Approved: 04/22/2025**

**Date Effective: 07/01/2025**

**Date Revised:**

## **TRAFFIC MANAGEMENT CENTER MANAGER**

**CLASS NUMBER:** 11390

**EEO CATEGORY:** Officials/Administrators

**GRADE:** OR09

**FLSA:** Exempt

### **JOB OBJECTIVE**

This position is in the Traffic Management Center (TMC) within the Nashville Department of Transportation and Multimodal Infrastructure. The TMC Manager oversees all aspects of the operation and addresses complex traffic issues in real time. Additionally, they are responsible for monitoring city roadways during special events; troubleshooting and solving technical issues; and supporting law enforcement and other stakeholders on traffic related issues throughout the network of surface streets within Nashville and Davidson county's boundaries. The TMC Manager reports to the NDOT Assistant Chief Engineer over Traffic. Performs other related duties as assigned.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Manages and directs all activities within the TMC.

Addresses traffic flow and congestion issues in "real-time" by implementing appropriate control measures.

Oversees the daily operation and management of the TMC control systems and software.

Disseminates information on traffic related matters to the appropriate internal and external stakeholders.

Coordinates activities with other Metro departments and government agencies concerning typical.

Collects and analyzes Intelligent Transportation Systems (ITS) data to assist in addressing traffic management issues.

Conducts site visits on ITS construction projects, TMC equipment/camera installations and at areas where traffic congestion routinely occurs.

Attends meetings.

Monitors traffic flow on special events.

Forecasts potential traffic flow issues and takes measures to mitigate congestion before it happens.

Assists in the deployment and integration of ITS devices in conjunction with the TMC.

Provides input on traffic signal design and installation projects.

Works in the design and deployment of the City's Traffic Management Center (TMC).

Troubleshoots TMC systems and software and works closely with NDOT IT or Metro Information Technology Services to resolve the issue.

Provides recommendations on TMC technology and system upgrades or enhancements.

Stays abreast of current trends in Intelligent Transportation Systems & Traffic Engineering.

Serves as the Department's expert on traffic congestion issues around Nashville.

Uses cameras to pinpoint and locate potential and existing traffic flow problem.

Sets performance goals and measures for TMC personnel and monitors results.

Evaluates, coaches, counsels, trains and approves leave for TMC staff.

Assists in the management and operation of the city's central signal system.

Monitors weather conditions.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Manages the TMC Supervisor, who is responsible for addressing the day-to-day functions within the area.

Receives direction from and reports to the NDOT Assistant Chief Engineer over Traffic, who outlines overall goals and objectives for each division and assists with any complex or unusual matters.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc.. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

### **EMPLOYMENT STANDARDS**

#### **EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university and eight (8) years of managerial and administrative experience.

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More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

#### **PERFORMANCE STANDARDS**

Thorough knowledge of managerial and administrative principles and practices.  
Thorough knowledge of the principles and practices of business and financial management.  
Thorough knowledge of a traffic management center operations  
Thorough knowledge of the goals and objectives of the department.  
Knowledge of project management  
Knowledge of Civil Service and departmental rules and procedures.  
Knowledge on traffic flow and proper methods to remediate congestion  
Knowledge of MUTCD & AASHTO's Geometric Design of Highways & Streets (Green Book)  
Knowledge of Federal, State and Local guidelines governing roadways  
Ability to plan, organize, and supervise comprehensive business and administrative services.  
Ability to analyze and evaluate programs and to measure their effectiveness.  
Ability to implement program changes in an efficient manner.  
Ability to allocate resources.  
Ability to monitor and analyze activities.  
Ability to coordinate and review the work of employees.  
Ability to train others.  
Ability to keep accurate records and write detailed reports.  
Ability to evaluate employees.  
Ability to communicate effectively, both orally and in writing.  
Ability to establish and maintain effective working relationships

#### **LICENSE REQUIRED**

None

**Date Approved: 04/22/2025**  
**Date Effective: 07/01/2025**  
**Date Revised:**

## **TRAFFIC MANAGEMENT CENTER OPERATOR 1**

**CLASS NUMBER:** 11394

**GRADE:** ST09

**EEO CATEGORY:** Traffic Management Center Operator

**FLSA:** Non-Exempt

### **JOB OBJECTIVE**

This position serves as an entry-level operator in the Traffic Management Center in the Nashville Department of Transportation and Multimodal Infrastructure (NDOT). Observes traffic conditions via cameras located throughout Nashville and reports congestion or other concerns to the Traffic Management Center Supervisor or Traffic Management Center Operator 2. Performs related duties as assigned.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Monitors camera feeds and other information sources to detect and verify events affecting traffic flow. Oversees real-time transportation and traffic control operations at TMC.

Assists the TMC team by notifying emergency services of complex traffic incidents within the TMC's coverage area.

Collects and analyzes data on traffic monitoring activities to assist in addressing traffic management issues.

Investigates issues and complaints related to traffic road conditions and assists in the resolution of complicated problems.

Generates reports for the TMC Supervisor to assess the effectiveness of traffic control strategies.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

This is a non-supervisory classification.

The employee receives limited supervision and reports to the Traffic Management Center Supervisor or Traffic Management Center Operator 2, who reviews work and is consulted on traffic related matters.

#### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

### **EMPLOYMENT STANDARDS**

#### **EDUCATION AND EXPERIENCE**

High School Diploma or equivalent and one (1) year of experience working in a traffic management center as a monitor or one (1) year of experience in support of a traffic regulatory function.

**NOTE ON TARGETED CLASSIFICATIONS:**

Employees in this classification shall be automatically upgraded to the next level in this classification series provided all the criteria of Policy 5.6 B-I, Upgrades for Targeted Classifications are met.

**PERFORMANCE STANDARDS**

Thorough knowledge of software programs.

Knowledge of Nashville/Davidson County streets and roads.

Knowledge of general office methods, including maintaining accurate record, flow and control.

Knowledge of operations and specialization of the department.

Knowledge of the overall organizational structure of the department.

Knowledge of Hazards and safety precautions of the trade.

Ability to analyze generated computer data.

Ability to gather and present facts, both orally and written.

Ability to use a computer terminal to input and retrieve information.

Ability to use personal computer to produce reports and documents.

Ability to deal courteously with the public, co-workers, supervisor and outside agencies

Ability to problem-solve.

Ability to coordinate real-time activities and priorities

Ability to become familiar with state and local regulations and the manual on traffic signal installations as required by assigned work.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

None

**Date Approved: 04/22/2025**

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## **TRAFFIC MANAGEMENT CENTER OPERATOR 2**

**CLASS NUMBER:** 11396

**GRADE:** ST10

**EEO CATEGORY:** Traffic Management Center Operator Senior

**FLSA:** Non-Exempt

### **JOB OBJECTIVE**

Performs and coordinates the more difficult, specialized traffic monitoring functions and complex day-to-day activities in the Traffic Management Center in the Nashville Department of Transportation and Multimodal Infrastructure (NDOT). This includes reporting complex traffic issues in real-time, making adjustments to traffic signal timing, monitoring city roadways, and overseeing the collection and analysis of data to address traffic management issues, including reports on travel speed, travel time, and any other requested reports. Performs related duties as assigned.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Monitors camera feeds and other information sources to detect and verify events affecting traffic flow  
Operates Traffic Management Center computer-based traffic management systems by direction from the Traffic Management Center Supervisor

and established regulations and guidelines.

Oversees real-time transportation and traffic control operations at Traffic Management Center.

Assists the Traffic Management Center team by notifying emergency services of complex traffic incidents within the Traffic Management Center's coverage area.

Ensure the accuracy of traffic incidents in terms of location and description based on information from citizens, public health and safety personnel or NDOT staff.

Collects and analyzes data on traffic monitoring activities to assist in addressing traffic management issues.

Investigates issues and complaints related to traffic road conditions and assist in the resolution of complicated problems.

Supports traffic engineers and Traffic Public Information Officer in disseminating information related to traffic concerns or emergency situations.

Generates reports for the Traffic Management Center Supervisor to assess the effectiveness of traffic control strategies.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

May lead and/or train other Traffic Management Center Operators and/or support personnel.

Employee receives general supervision from the Traffic Management Center Supervisor, who reviews work and may be consulted on unusual or complex matters.

#### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

High School Diploma or equivalent and two (2) years of experience as a Traffic Management Center Operator 1.

### **TO BE ELIGIBLE FOR TARGETING**

Two (2) years experience as a Traffic Management Center Operator 1

Performance evaluation of 2.0 or better in previous year (12 months)

No disciplinary action greater than 1 day suspension within 12 months

### **PERFORMANCE STANDARDS**

Thorough knowledge of software programs.

Knowledge of Nashville/Davidson County streets and roads.

Knowledge of general office methods, including maintaining accurate record, flow and control.

Knowledge of operations and specialization of the department.

Working knowledge of state and local regulations and the manual on traffic signal installations.

Ability to work independently.

Ability to lead and train employees.

Ability to analyze generated computer data.

Ability to gather and present facts, both orally and written.

Ability to use a computer terminal to input and retrieve information.

Ability to use personal computer to produce reports and documents.

Ability to problem-solve.

Ability to coordinate real-time activities and priorities

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

### **LICENSES REQUIRED**

None

**Date Approved: 04/22/2025**

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**Date Revised:**

## **TRAFFIC MANAGEMENT CENTER SUPERVISOR**

**CLASS NUMBER:** 11388  
**EEO CATEGORY:** Professional

**GRADE:** OR07  
**FLSA:** Exempt

### **JOB OBJECTIVE**

This position is in the Traffic Management Center (TMC) within the Nashville Department of Transportation and Multimodal Infrastructure. The TMC Supervisor is responsible for the day-to-day activities within the TMC. The TMC Supervisor oversees the TMC Operators that continuously monitor road conditions to detect, confirm, and respond to traffic incidents that disrupt the normal traffic flow. This individual will also support the TMC Manager in the management of all activities and procedures handled by the TMC. Performed related duties as assigned.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Provides day-to-day guidance, supervision, and workflow for a team of TMC Operators and Leads.  
Performs the duties and responsibilities of a TMC Operator as needed.  
Navigates the Advanced Traffic Management System (ATMS).  
Trains staff on TMC software, practices and procedures.  
Addresses operational or system enhancements which impact TMC and provides recommendations to increase process efficiency and effectiveness.  
Executes proper departmental response procedures during inclement weather events.  
Creates and distributes staff schedules for normal operations, winter events, and special circumstances.  
Supports revision or creation of standard operating procedures, training manuals, and other documents as requested by the TMC Manager.  
Assists the TMC Manager in interviewing, selecting and training TMC hires.  
Coordinates incident response between Operations and Maintenance, First Responders, and other agencies during confirmed emergencies and incidents.  
Attends meetings as required.  
Responds to after-hours calls on TMC related problems and issues.  
Provides job assignments to staff, reviews work, approves leave requests and conducts performance evaluations.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Supervises work of TMC Technicians.

Employee reports directly to the TMC Manager, who outlines overall goals and objectives for the administrative services area and assists with any complex or unusual problems as needed.

#### **EMPLOYMENT STANDARDS**

Thorough knowledge of managerial and administrative principles and practices.  
Knowledge of the principles and practices of business/financial management.  
Knowledge of accounting, budgeting, personnel, financial and/or security practices and procedures.

Knowledge of Civil Service and departmental rules and procedures.  
Knowledge of goals and objectives of the department.  
Ability to plan, organize, and supervise comprehensive business and administrative services.  
Ability to analyze and evaluate programs and measure their effectiveness.  
Ability to implement program changes in an efficient manner.  
Ability to allocate resources.  
Ability to monitor and analyze activities.  
Ability to communicate effectively, both orally and in writing.  
Ability to coordinate and review the work of employees.  
Ability to supervise others.  
Ability to keep accurate records and write detailed reports.  
Ability to establish and maintain effective working relationships  
Knowledge of Intelligent Transportation Systems (ITS) and Advanced Traffic Management Systems (ATMS) technology and applications.  
Knowledge on traffic flow and proper methods to remediate congestion  
Knowledge of MUTCD & AASHTO's Geometric Design of Highways & Streets (Green Book)  
Knowledge of Federal, State and Local guidelines governing roadways  
Knowledge of project management and construction contract administration.  
Ability to oversee projects from conception to completion.

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree plus five (5) years of professional experience in an administrative, financial, technical, or related field.

More specific degree, certification, and experience requirements will be included in the position announcement as vacancies occur.

### **LICENSES REQUIRED**

None

**Date Approved: 04/22/2025**

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## **URBAN FORESTRY CHIEF**

**CLASS NUMBER:** 11386

**GRADE:** OR07

**EEO CATEGORY:** Officials/Administrators

**FLSA:** Top Level Management

### **JOB OBJECTIVE**

Develops, administers, and monitors programs and policies to ensure and manage industry compliance and to manage tree planting and maintenance within Davidson County on public and private lands and rights-of-way. This position serves as the Urban Forester for the Metropolitan Government of Nashville and Davidson County. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Administers the Metropolitan Tree Ordinances and establishes related policies and procedures.

Administers program for licensing arborists for individuals and firms conducting tree care and removal as a business.

Provides community services in the interests of the Metro Tree Ordinances.

Provides expertise and recommendations to contractors, architects, and the public for reviewing long-range plans and new projects for compliance with guidelines and standards.

May design or participate in design of tree landscaped areas.

Leads, assigns and monitors progress on special projects.

Reviews landscape and grading plans for development.

Enforces ordinance and industry regulation concerning tree maintenance.

Issues Tree Removal permits.

Issues citations and stop work orders on projects as needed.

Issues abate notices or orders tree replacements for violators of Metro ordinances.

May appear in court to serve as an expert witness, as needed.

Orders removal of hazard and diseased trees as necessary.

Reviews contractor blueprints for tree density and related factors and approves project continuance.

Ensures that plants and trees are well-kept and treated in accordance with regulations.

Monitors surgery on diseased and/or hazard trees.

Provides comprehensive data and keeps management informed and advised on significant matters.

Advises other Metro departments and public utility companies on tree trimming, removal and replacement procedures.

Collaborates with and advises other Metro departments to manage and enhance the urban tree canopy through sustainable policies, programs, and maintenance initiatives.

Performs various public relations and educational activities.

Educates contractors and related personnel of industry and local ordinance standards.

Visits local schools and provides educational information about horticulture and environmental issues.

Prepares programs and brochures for the public.

Informs the public about tree-related topics.

Corresponds with various agencies and individuals.

Attends community and departmental meetings.

Assists the Metro Tree Advisory Committee of the Metropolitan Beautification and Environment Commission and related Nashville tree organizations.

Supervises employees as assigned.

Reviews work as needed to ensure accuracy and compliance with established policies and procedures.

Trains employees as needed.

Approves leave requests.

Evaluates employee performance.

Counsels with and corrects employees as needed.

Performs various administrative duties.

Prepares written and oral reports.

### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Supervises the Urban Forestry Division.

Employee receives direction from and reports to the Metropolitan Zoning Administrator, who is consulted on unusual or complex matters.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Employee works primarily in an office setting under generally favorable working conditions, and occasionally in the field inspecting complex or unusual problems or conditions. The field work involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, working around moving parts, carts, or machines, irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields.

The work requires some physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in Forestry, Plant and Soil Science, Landscape Architecture, or related degree and seven (7) years of experience in code enforcement, landscape design, municipal arboriculture and/or plans review or a related field.

More specific degree, certification, and experience requirements will be included in the position announcement as vacancies occur.

### **PERFORMANCE STANDARDS**

Thorough knowledge of arboricultural, life science, ecology and forest management.

Thorough knowledge of the Metropolitan Comprehensive Zoning Ordinance.

Thorough knowledge of the geographic area of Nashville/Davidson County.

Thorough knowledge of tree maintenance requirements of the city.

Thorough knowledge of permit application requirements.

Knowledge of State Land Division, Use, Advertising, and Property Laws.

Knowledge of Southern Standard Building Codes and related regulatory codes.  
Knowledge of landscape architecture, construction, surveying, and drafting techniques.  
Knowledge of the grant and contract development process.  
Knowledge of tree risk assessments techniques.  
Knowledge of emergency tree removal procedures.  
Knowledge of supervisory practices and principles.  
Knowledge of Civil Service and departmental policies and procedures.  
Skill in problem-solving.  
Skill in identifying at-risk trees and making recommendations for mitigating identified risk.  
Ability to explain, interpret, and enforce codes, ordinances, and related laws.  
Ability to read and interpret plans and specifications.  
Ability to analyze and evaluate related department records.  
Ability to coordinate and advise a large group of professionals representing various departments, organizations, and groups.  
Ability to perform inspections.  
Ability to work with and speak before the public.  
Ability to detect deviations from regulatory codes.  
Ability to design tree landscaped areas.  
Ability to write letters and prepare detailed reports.  
Ability to communicate effectively, both orally and in writing.  
Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

Valid Driver License may be required for some positions in this classification.

Certified Arborist (ISA)  
Permit Technician (ICC)  
Tree Risk Assessment Qualification (ISA TRAQ)

**Date Approved: 04/22/2025**  
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**Date Revised:**

# **URBAN FORESTRY INSPECTOR 1**

**CLASS NUMBER:** 11397

**GRADE:** ST10

**EEO CATEGORY:** Officials/Administrators

**FLSA:** Non-Exempt

## **JOB OBJECTIVE**

Administers, and monitors programs and policies to ensure industry compliance and to manage tree planting and maintenance within Davidson County on public and private lands and rights-of-ways under the direction of the Urban Forestry Chief. Performs related duties as required.

## **JOB DESCRIPTION**

### **MAJOR JOB RESPONSIBILITIES**

Assists with administering the Metropolitan Tree Ordinances and establishes related policies and procedures.

Administers programs for licensing arborists.

Provides expertise and recommendations to contractors, architects, and the public for reviewing long- range plans and new projects for compliance with guidelines and standards.

Assists with enforcing ordinances and industry regulations concerning tree maintenance.

Issues Tree Removal permits.

Issues citations and stop work orders on projects.

Issues abate notices or orders tree replacements for violators of Metro ordinances.

Orders removal of hazard and diseased trees as necessary.

Reviews contractor blueprints for tree density and related factors and approves project continuance with supervision.

Ensures that plants and trees are well-kept and maintained in accordance with regulations.

Provides community services in the interests of the Metro Tree Ordinance.

Assists with performing various public relations activities.

Educates contractors and related personnel of industry and local ordinance standards.

Visits local schools and provides information about horticulture and environmental issues.

Prepares programs and brochures for the public.

Informs the public about tree-related topics.

Corresponds with various agencies and individuals.

Attends community and departmental meetings.

Assists the Metro Tree Advisory Committee of the Metropolitan Beautification and Environment Commission and related Nashville tree organizations as directed.

### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

This is a non-supervisory classification.

This classification receives supervision from and reports to the Urban Forestry Chief, who directs and supervises all inspection activities, is consulted on unusual or difficult inspections, and/or makes decisions on inspection and enforcement operations

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Employee works primarily in an office setting under generally favorable working conditions, and occasionally in the field inspecting complex or unusual problems or conditions. The field work involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions.

The work requires some physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Associate's degree in Forestry, Plant and Soil Science, Landscape Architecture, or related degree and three (3) years of experience in a related field.

High School Diploma and five (5) years of experience in code enforcement, landscape design, and/or plan review, or related field.

More specific degree, certification, and experience requirements will be included in the position announcement as vacancies occur.

### **PERFORMANCE STANDARDS**

Knowledge of arboricultural, life science, ecology and forest management.

Knowledge of the Metropolitan Comprehensive Zoning Ordinance.

Knowledge of the geographic areas of Nashville/Davidson County.

Knowledge of tree maintenance requirements of the city.

Knowledge of permit application requirements.

Working knowledge of State Land Division, Use, Advertising, and Property Laws.

Working knowledge of landscape architecture, construction, surveying, and drafting techniques.

Working knowledge of the grant and contract development process.

Working knowledge of emergency tree removal procedures.

Working knowledge of Civil Service and departmental policies and procedures.

Skill in problem-solving.

Ability to explain, interpret, and enforce codes, ordinances, and related laws.

Ability to read and interpret plans and specifications.

Ability to analyze and evaluate related department records.

Ability to coordinate and advise a large group of professionals representing various departments, organizations, and groups.

Ability to perform inspections.

Ability to detect deviations from regulatory codes.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

Valid Driver License

Certified Arborist (ISA)  
Permit Technician (ICC)

Any employee in this classification shall obtain the following certifications within (2) years from the effective date of his/her appointment to said classification.

Failure to meet the certification requirements within the two (2) year period shall result in disciplinary action.

**NOTE ON TRANSITIONING TO PROFESSIONAL LICENSE OR CERTIFICATION CLASSIFICATION:**

Employees in this classification shall be automatically upgraded to the Urban Forestry Inspector 2 provided all of the criteria of Policy 5.6 B-III, Transitioning to Professional License or Certification Classification are met.

**Date Approved: 04/22/2025**  
**Date Effective: 07/01/2025**  
**Date Revised:**

## **WASTE SERVICES SUPERINTENDENT**

**CLASS NUMBER:** 11389

**EEO CATEGORY:** Officials/Administrators

**GRADE:** OR07

**FLSA:** Top-Level Mgt.

### **JOB OBJECTIVE**

Directs and performs a variety of supervisory, technical, and specialized activities in support of operations for the Nashville Department of Waste Services involving the involving the collection and disposal of residential and commercial refuse, and/or recyclables; or a combination of both. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Oversees and participates the Nashville Department of Waste Services collection programs including Contractor Refuse Collection, Downtown Refuse Collection, Recycling Collection, and Front Loaders.

- Reviews work orders and service requests, determines priority status, staffing, equipment and supply needs and makes work assignment accordingly.

- Evaluates the efficiency and cost effectiveness of organizational structure, systems and procedures and recommends/implements changes as needed.

- Oversees Metro trash contractors and handles the more complex complaints.

- Analyzes problems and implement solutions.

- Attends Weekly Meetings as assigned.

Performs various supervisory duties.

- Interprets rules, policies and procedures for staff members.

- Approves leave requests.

- Counsels with and corrects employees as needed.

- Evaluates employee performance.

- Trains and/or establishes training requirements for employees.

Investigates and resolves issues/complaints/requests from the public.

Performs various administrative duties.

- Prepares and maintains a variety of records and reports pertaining to work center operations, costs and productivity.

- Prepares and delivers presentations to upper level management and/or the community.

- Prepares and transmits communications, instructions, and policies to subordinates.

- Determines staff and equipment needs.

- Maintains contracts and other legal documents.

- Reviews and approves cost estimates, proposals, and invoices.

- Attends and/or chairs various departmental and community meetings.

May be required to work during inclement weather/emergency situations

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Responsible for all employees assigned to the NDOT Service Center. Directly supervises other supervisors of a lesser grade and/or crew leaders, and indirectly supervises equipment operators, skilled and unskilled labors.

This classification receives direction from, and reports to a Transportation Assistant Director, who is consulted on complex or unusual matters.

**WORKING ENVIRONMENT/PHYSICAL DEMANDS**

The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The office work area is adequately lighted, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and close proximity to heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous wastes or materials.

Employees in this classification typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

Employees may be required to work irregular hours or weekends on special projects or emergencies.

**EMPLOYMENT STANDARDS**

**EDUCATION AND EXPERIENCE**

Two (2) years of college from an accredited school and five (5) years increasingly responsible experience in municipal road maintenance, and/or municipal waste collection/disposal, and/or environmental enforcement including, three (3) years in a lead or supervisory capacity.

**OR**

High School diploma and ten (10) years increasingly responsible experience in municipal road maintenance, and/or municipal waste collection/disposal, and/or municipal environmental enforcement including, three (3) years in a lead or supervisory capacity.

More specific education, certification, or experience requirements may be specified in the position announcement as vacancies occur.

**PERFORMANCE STANDARDS**

Thorough knowledge of the geographic area of Nashville/Davidson County.

Thorough knowledge of the methods, materials, supplies and techniques used in road maintenance and/or municipal waste and recycling collection and disposal.

Thorough knowledge of the operation, capabilities and uses for the wide variety of heavy and medium equipment typically used in waste collection and disposal.

Knowledge of OSHA laws.

Knowledge of supervisory practices and principles.

Knowledge of Civil Service and departmental policies and procedures.

Working knowledge of the methods and techniques and legal requirements associated with environmental enforcement.

Skill in problem solving.

Ability to plan and direct the work of employees.

Ability to perform inspections.

Ability to work with the public.

Ability to read and interpret plans and specifications.

Ability to maintain accurate records and write detailed reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

Valid Driver License

Some positions may require an incumbent to hold a valid Class B (or higher) Commercial Driver's License

**Date Approved: 04/22/2025**

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**Date Revised:**

## **WATER FIELD TECHNICIAN SUPERVISOR**

**CLASS NUMBER:** 11400

**GRADE:** TR11

**EEO CATEGORY:** Service-Maintenance

**FLSA:** Exempt-OT Eligible

### **JOB OBJECTIVE**

Supervises and participates in the activities of customer service field activities including investigation of customer complaints and /or service requests, and installation/maintenance of meters. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Directs maintenance and repair activities.  
Schedules work assignments.  
Communicates with customers regarding field work activities.  
Ensures departmental rules and regulations are followed.  
Analyzes and resolves complex problems or issues related to meters.  
Performs meter reading, installation, and repair activities as needed.  
Maintains accurate records of work performed.  
Supervises employees.  
Assigns duties to employees.  
Ensures employees perform work correctly and efficiently.  
Evaluates employee performance and productivity.  
Corrects and counsels employees as needed.  
Trains employees.  
Performs administrative duties.  
Enforces safety rules and regulations.  
Performs vehicle inspections and coordinates vehicle maintenance.  
Coordinates and works with other divisions and departments.  
Writes detailed reports and keeps accurate records.  
Prepares for and participates in meetings.  
Attends training seminars as needed.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Supervises employees involved in customer service field activities.

Receives direction and reports from a designated supervisor who is consulted on unusual or complex matters.

#### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Involves moderate risks or discomforts requiring special safety precautions, such as working under extreme outdoor weather conditions, walking busy streets, contact with dogs, etc. May work in confined spaces, or vaults. May be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields.

Work requires significant physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities. Employees must be able to lift one hundred (100) pounds and walk five (5) miles over various types of terrain.

Employees assigned in some areas may be required to be on 24-hour call.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

High School Diploma or equivalent and five (5) years of experience in utility related advance metering infrastructure, meter repairs and customer service-related activities including two (2) years of lead or supervisory responsibility over a customer service and meter infrastructure related activities.

More specific degree, certification, and experience requirement will be included in the positions announcement as vacancies occur.

### **PERFORMANCE STANDARDS**

Thorough knowledge of policies and procedures pertaining to reading and recording meter readings.

Thorough knowledge in the installation and maintenance of automated reading devices.

Thorough knowledge of meter sizes and installation procedures.

Knowledge of plumbing principles.

Knowledge of supervisory practices and principles.

Knowledge of OSHA and other related safety rules and regulations.

Knowledge of Civil Service and departmental policies and procedures.

Skill in use of computer, software, and related devices.

Ability to plan and schedule work.

Ability to keep accurate records and write detailed reports.

Ability to communicate effectively, both orally and in writing.

Ability to train others.

Ability to analyze and repair reading devices.

Ability to use leak detection equipment and find sources of leaks.

Ability to detect leaks, illegal tampering, and faulty meters.

Ability to establish and maintain effective working relationships.

Ability to maintain accurate records and write detailed reports.

Ability to use independent judgment in applying policy to specific situations.

Ability to evaluate situations and make decisions.

Ability to effectively manage assigned personnel.

Ability to supervise and coordinate the work of others.

Ability to train employees.

Ability to keep accurate records.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

Valid Driver License

Depending upon assignment, employees appointed to this classification may be required to obtain certain certifications and/or licenses as described in the position announcement. Failure to meet or maintain the certification and/or license requirements shall result in disciplinary action.

**Date Approved: 04/22/2025**

**Date Effective: 07/01/2025**

**Date Revised:**

## **ZONING INSPECTION CHIEF**

**CLASS NUMBER:** 11385

**EEO CATEGORY:** Officials/Administrators

**GRADE:** OR07

**FLSA:** Top Level Management

### **JOB OBJECTIVE**

Supervises, prepares for, conducts, and follows up on inspections regarding all applicable ordinances that fall under Codes Administration jurisdiction, with emphasis on the Zoning Code. Inspects commercial property and dwellings to determine if conditions comply with regulatory codes and ordinances; recommends rehabilitation or demolition of structures as needed. Conducts inspections in response to requests for service and assists the public with obtaining information pertaining to city codes and ordinances. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Supervises, prepares for, conducts, and follows up on inspections regarding all applicable ordinances that fall under Codes Administration jurisdiction, with emphasis on the Zoning Code.

Conducts Use and Occupancy inspections to ensure compliance with the Zoning Code.

Follows-up with re-inspections to verify compliance with regulations.

Inspects residential dwelling units to ensure occupancy levels are following current regulations.

Makes field inspections on sign and fence locations to ensure they meet the required set-back and size requirements.

Makes field inspections of permanent food truck locations to ensure they meet the required set-back and parking requirements.

Inspects billboard locations before permits are issued.

Takes photographic evidence and documents each deficiency in detail.

Takes corrective actions against code violators and requests civil warrants and/or issues citations for failure to comply with the code.

Makes court appearances to prosecute code violators.

Coordinate inspection activities with other Metro agencies to include Fire, Police, Social Services, and the Metropolitan Health Department.

Assists with the Property Standards and Zoning Appeal process.

Attends training sessions and stays current with technical publications.

May represent the department by attending intra-government, neighborhood, and community meetings.

Explains applicable sections of the city code to enforce zoning and property standards regulations.

Conducts title checks for property ownership.

May issue permits.

Maintains accurate records and files.

Prepares daily field inspection reports.

Follows-up on phone calls pertaining to zoning inquiries and complaints.

Communicates with the public on issues related to zoning and property standards codes.

Supervises and develops new inspectors.

Assigns duties to employees.

Ensures employees perform work in a correct and efficient manner.

Evaluates employee performance.

Counsels and corrects employees as needed.  
Trains employees.

### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

This classification supervises all Zoning Inspectors of the Zoning Inspection division.

This classification receives supervision from and reports to the Metropolitan Zoning Administrator, who directs and supervises all inspection activities, is consulted on unusual or difficult inspections, and/or makes decisions on inspection and enforcement operations.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Employee works in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Associate degree from an accredited college or university and seven (7) years of codes inspection or related experience.

**OR**

High School Diploma and ten (10) years of codes inspection or related experience.

### **PERFORMANCE STANDARDS**

Thorough knowledge of the rules and regulations in the Metro Zoning Code and Property Standards Code.

Thorough knowledge of the codes, laws, and ordinances pertaining to zoning.

Knowledge of the state Land Division, Use, Advertising, and Property laws.

Knowledge of the general permit issuance structure.

Knowledge of the procedures involved in reviewing and issuing permits.

Ability to inspect sites and apply zoning ordinances.

Ability to read and interpret construction plans and specifications.

Ability to detect deviations from regulatory codes.

Basic knowledge of the International Building Code and other applicable codes.

Basic knowledge of the International Residential Code for One- and Two-Family Dwellings.

Knowledge of the Metro Property Standards Code and the minimum requirements for property maintenance, housing, and premises standards within Nashville/Davidson County.

Knowledge of the basic concepts of housing construction.

Knowledge of fire safety regulations.

Knowledge of the geographic area of Nashville/Davidson County.

Ability to work with the public.

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 and write detailed reports.

Ability to communicate effectively, both orally and in writing.  
Ability to use sound judgment in decision-making.  
Ability to research and gather information.  
Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

Valid Driver License

Certified by the International Code Council (ICC), as follows:

Certified Zoning Inspector (ICC)  
Certified Permit Technician (ICC)  
Certified Residential Combination Inspector (ICC)

**Date Approved: 04/22/2025**

**Date Effective: 07/01/2025**

**Date Revised:**

## **ZONING INSPECTOR 1**

**CLASS NUMBER:** 11398

**EEO CATEGORY:** Officials/Administrators

**GRADE:** ST10

**FLSA:** Non-Exempt

### **JOB OBJECTIVE**

Prepares for, conducts, and follows up on inspections regarding all applicable ordinances that fall under Codes Administration jurisdiction, with emphasis on the Zoning Code. Inspects commercial property and dwellings to determine if conditions comply with regulatory codes and ordinances; recommends rehabilitation or demolition of structures as needed. Conducts inspections in response to requests for service and assists the public with obtaining information pertaining to city codes and ordinances. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Prepares for, conducts, and follows up on inspections regarding all applicable ordinances that fall under Codes Administration jurisdiction, with emphasis on the Zoning Code.

Conducts Use and Occupancy inspections to ensure compliance with the Zoning Code.

Follows-up with re-inspections to verify compliance with regulations.

Inspects residential dwelling units to ensure occupancy levels are following current regulations.

Makes field inspections on sign and fence locations to ensure they meet the required set-back and size requirements.

Makes field inspections of permanent food truck locations to ensure they meet the required set-back and parking requirements.

Inspects billboard locations before permits are issued.

Takes photographic evidence and documents each deficiency in detail.

Takes corrective actions against code violators and requests civil warrants and/or issues citations for failure to comply with the code.

Makes court appearances to prosecute code violators.

Coordinate inspection activities with other Metro agencies to include Fire, Police, Social Services, and the Metropolitan Health Department.

Assists with the Property Standards and Zoning Appeal process.

Attends training sessions and stays current with technical publications.

May represent the department by attending intra-government, neighborhood, and community meetings.

Explains applicable sections of the city code to enforce zoning and property standards regulations.

Conducts title checks for property ownership.

May issue permits.

Maintains accurate records and files.

Prepares daily field inspection reports.

Follows-up on phone calls pertaining to zoning inquiries and complaints.

Communicates with the public on issues related to zoning and property standards codes.

### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

This is a non-supervisory classification.

This classification receives supervision from and reports to the Metropolitan Zoning Administrator, who directs and supervises all inspection activities, is consulted on unusual or difficult inspections, and/or makes decisions on inspection and enforcement operations.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

This classification primarily works outside on field inspections, has daily public contact, and may encounter hazardous conditions while inspecting dwellings. Some work activities are performed in the office.

Employee works in an office setting under generally favorable working conditions and in the field performing inspections. Work is sedentary; however, there may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Associate degree from an accredited college or university and two (3) years of construction work, construction inspection, or related experience.

**OR**

High School Diploma and five (5) years of construction work, construction inspection, or related experience.

### **PERFORMANCE STANDARDS**

Thorough knowledge of the rules and regulations in the Metro Zoning Code and Property Standards Code.

Thorough knowledge of the codes, laws, and ordinances pertaining to zoning.

Knowledge of the state Land Division, Use, Advertising, and Property laws.

Knowledge of the general permit issuance structure.

Knowledge of the procedures involved in reviewing and issuing permits.

Ability to inspect sites and apply zoning ordinances.

Ability to read and interpret construction plans and specifications.

Ability to detect deviations from regulatory codes.

Basic knowledge of the International Building Code and other applicable codes.

Basic knowledge of the International Residential Code for One- and Two-Family Dwellings.

Knowledge of the Metro Property Standards Code and the minimum requirements for property maintenance, housing, and premises standards within Nashville/Davidson County.

Knowledge of the basic concepts of housing construction.

Knowledge of fire safety regulations.

Knowledge of the geographic area of Nashville/Davidson County.

Ability to work with the public.

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 and write detailed reports.  
Ability to communicate effectively, both orally and in writing.  
Ability to use sound judgment in decision-making.  
Ability to research and gather information.  
Ability to establish and maintain effective working relationships.

### **LICENSES REQUIRED**

Valid Driver License

Certified by the International Code Council (ICC), as follows:

Certified Zoning Inspector (ICC)

Certified Permit Technician (ICC)

Any employee appointed to this classification shall obtain such certification within two (2) years from the effective date of his/her appointment to said classification.

**Failure to meet the certification requirements within the two (2) year period shall result in disciplinary action.**

### **NOTE ON TRANSITIONING TO PROFESSIONAL LICENSE OR CERTIFICATION CLASSIFICATION:**

Employees in this classification shall be automatically upgraded to the next level in this classification series provided all of the criteria of Policy 5.6 B-III, Transitioning to Professional License or Certification Classification are met.

**Date Approved: 04/22/2025**  
**Date Effective: 07/01/2025**  
**Date Revised:**

## **ZONING INSPECTOR 2**

**CLASS NUMBER:** 11399

**EEO CATEGORY:** Officials/Administrators

**GRADE:** ST11

**FLSA:** Non-Exempt

### **JOB OBJECTIVE**

Prepares for, conducts, and follows up on inspections regarding all applicable ordinances that fall under Codes Administration jurisdiction, with emphasis on the Zoning Code. Inspects commercial property and dwellings to determine if conditions comply with regulatory codes and ordinances; recommends rehabilitation or demolition of structures as needed. Conducts inspections in response to requests for service and assists the public with obtaining information pertaining to city codes and ordinances. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Prepares for, conducts, and follows up on inspections regarding all applicable ordinances that fall under Codes Administration jurisdiction, with emphasis on the Zoning Code.

Conducts Use and Occupancy inspections to ensure compliance with the Zoning Code.

Follows-up with re-inspections to verify compliance with regulations.

Inspects residential dwelling units to ensure occupancy levels are following current regulations.

Makes field inspections on sign and fence locations to ensure they meet the required set-back and size requirements.

Makes field inspections of permanent food truck locations to ensure they meet the required set-back and parking requirements.

Inspects billboard locations before permits are issued.

Takes photographic evidence and documents each deficiency in detail.

Takes corrective actions against code violators and requests civil warrants and/or issues citations for failure to comply with the code.

Makes court appearances to prosecute code violators.

Coordinate inspection activities with other Metro agencies to include Fire, Police, Social Services, and the Metropolitan Health Department.

Assists with the Property Standards and Zoning Appeal process.

Attends training sessions and stays current with technical publications.

May represent the department by attending intra-government, neighborhood, and community meetings.

Explains applicable sections of the city code to enforce zoning and property standards regulations.

Conducts title checks for property ownership.

May issue permits.

Maintains accurate records and files.

Prepares daily field inspection reports.

Follows-up on phone calls pertaining to zoning inquiries and complaints.

Communicates with the public on issues related to zoning and property standards codes.

May assist with the training and development of new inspectors.

### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

This is a non-supervisory classification.

This classification receives supervision from and reports to the Metropolitan Zoning Administrator, who directs and supervises all inspection activities, is consulted on unusual or difficult inspections, and/or makes decisions on inspection and enforcement operations.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

This classification primarily works outside on field inspections, has daily public contact, and may encounter hazardous conditions while inspecting dwellings. Some work activities are performed in the office.

Employee works in an office setting under generally favorable working conditions and in the field performing inspections. Work is sedentary; however, there may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Associate degree from an accredited college or university and three (3) years of construction work, construction inspection, or related experience.

**OR**

High School Diploma and five (5) years of construction work, construction inspection, or related experience.

### **PERFORMANCE STANDARDS**

Thorough knowledge of the rules and regulations in the Metro Zoning Code and Property Standards Code.

Thorough knowledge of the codes, laws, and ordinances pertaining to zoning.

Knowledge of the state Land Division, Use, Advertising, and Property laws.

Knowledge of the general permit issuance structure.

Knowledge of the procedures involved in reviewing and issuing permits.

Ability to inspect sites and apply zoning ordinances.

Ability to read and interpret construction plans and specifications.

Ability to detect deviations from regulatory codes.

Basic knowledge of the International Building Code and other applicable codes.

Basic knowledge of the International Residential Code for One- and Two-Family Dwellings.

Knowledge of the Metro Property Standards Code and the minimum requirements for property maintenance, housing, and premises standards within Nashville/Davidson County.

Knowledge of the basic concepts of housing construction.

Knowledge of fire safety regulations.

Knowledge of the geographic area of Nashville/Davidson County.

Ability to work with the public.

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 and write detailed reports.  
Ability to communicate effectively, both orally and in writing.  
Ability to use sound judgment in decision-making.  
Ability to research and gather information.  
Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

Valid Driver License

Certified by the International Code Council (ICC), as follows:  
Certified Zoning Inspector (ICC)  
Certified Permit Technician (ICC)  
Certified Residential Combination Inspector (ICC)

Any employee appointed to this classification shall obtain such certification within two (2) years from the effective date of his/her appointment to said classification.

**Failure to meet the certification requirements within the two (2) year period shall result in disciplinary action.**

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