

THE CITY OF DADEVILLE IS TAKING APPLICATIONS FOR THE FOLLOWING
JOBS:

**1. BUILDING INSPECTOR (PART-TIME)
24 HOURS PER WEEK**

**2. CODE ENFORCER (PART-TIME)
24 HOURS PER WEEK**

**APPLICATION CAN BE PICKED UP AT THE
DADEVILLE CITY HALL LOCATED AT**

**265 N BROADNAX STREET, DADEVILLE, AL 36853,
PHONE: 256-825-9242, FAX: 256-825-9291**

OR THE CITY WEBSITE AT: www.cityofdadevilleal.org

DEADLINE FOR APPLICATION IS 3 PM ON OCTOBER 1, 2026

**THE CITY OF DADEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER
MUST HAVE A VALID DRIVER'S LICENSE
MUST HAVE A HIGH SCHOOL DIPLOMA OR GED EQUIVALENT
The City of Dadeville operates under a "drug free" workplace policy.
Upon a job offer, a drug test is required.**

**A full job description can be seen on the city website at
www.cityofdadevilleal.org or
by calling the city clerk at 256-825-9242 for a copy**

CITY OF DADEVILLE - JOB DESCRIPTION

JOB TITLE: Code Enforcement / Building Inspector

CLASSIFICATION: This position is normally by appointment of the Council. This job is a part-time 24 hour per week position, with hours required in office of City Hall and time out in the field.

JOB SUMMARY:

To perform standard and complex inspections of commercial, industrial, and residential buildings and other structures being constructed, altered, or repaired for conformance with plans, building codes, and ordinances; to interpret and enforce building, electrical, mechanical plumbing, and energy codes; to review building plans and specifications for proper design and code conformance to ensure compliance with housing, zoning, and environmental and general land use standards at application. Will be required to attend at least one council meeting per month.

DISTINGUISHING CHARACTERISTICS:

Employee in this position receive limited supervision within the framework of standard policies and procedures. This job functions at a full journey level of classification and requires a thorough knowledge of current Federal, State, County and town laws, codes, and ordinances related to building construction and structural requirements.

ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Inspects commercial, industrial, and residential buildings and structures in various stages of construction/alteration for compliance with approved plans and building codes, laws, and ordinances.
- Enforces building electrical, mechanical and plumbing codes; ensures proper quality materials are being used and ensures the corrections of defects.
- Reviews building and construction plans for proper design and compliance with applicable ordinances.
- Inspects framing, foundations, electrical, mechanical and plumbing installations on new construction and alterations.
- Provides technical information regarding codes and compliance methods to contractors, developers, architects and the general public.
- Approves and certifies final inspections.
- Investigates complaints and alleged violations of building codes; issues notices of non-compliance with safe-structural requirements and applicable ordinances; performs associated duties for thorough investigation as outlined in the Nuisance Property and Dilapidated Structures Ordinance and Initiation of Complaint response.
- Must be a standing member of the Zoning Board.
- Advises proper method of obtaining a business license.
- Advises the public proper method of obtaining permits and other associated documents.
- Performs other duties as needed to ensure the smooth operation of the office including answering phone calls, scheduling inspections, reviewing building plans or other related construction documents.