

CITY INSPECTOR

STEP NO. 1

EEOC CATEGORY: ADMINISTRATIVE SUPPORT

PAY GROUP: 11

FLSA: NONEXEMPT

SUMMARY OF POSITION

Performs a variety of tasks associated with technical building inspections and plan reviews to enforce compliance with building, electrical, plumbing and mechanical codes and zoning ordinances for new and existing residential and commercial construction. Provides enforcement of all state and local building codes and zoning ordinances.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: City Manager
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with contractors, engineers, and general public. Has occasional contact with most city employees.

EXAMPLES OF WORK

Essential Duties*

Receives calls and answer questions about permits and code requirements and directs inquiries as necessary relating to residential and commercial construction;

Issues all types of building related permits, including building, mechanical, electrical and plumbing;

Inspects foundation, concrete, steel, masonry, wood construction, framing, plastering, installations and a large variety of other complex and routine building system elements for both residential and commercial construction;

Investigates concerns from citizens regarding safety standards and code violations;

Examines property in relation to site conditions and utilizes model codes and local ordinances to determine compliance;

Provides enforcement of all state and local building codes and zoning ordinances;

Informs contractors or citizens of violation and establishes terms of compliance;

Determines appropriate means of enforcement including the issuance of citations and/or red tags;

Tracks inspection activities and updates files as appropriate;

Inspects residential and commercial buildings during various stages of construction and remodeling;

Enforces compliance with applicable codes, ordinances and regulations and recommends modifications and adjustments as necessary;

Maintains files and reports regarding inspection activities and findings on all active projects;

Maintains city vehicles' title records; and

Maintains city vehicles' state inspection and state registration records and ensures that renewals for both are completed in a timely manner.

OTHER IMPORTANT DUTIES*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and techniques of building inspections; principles of structural design and engineering mathematics; comprehensive knowledge of building, plumbing, electrical and mechanical inspection procedures; residential and commercial construction; materials and methods of construction; safety standards and methods of building construction for commercial and residential buildings pertinent federal, state and local laws, codes and ordinances governing building, construction and development; and knowledge of proper inspection methods and legal procedures involving enforcement of building codes and ordinances involving public health and safety.

Skill/Ability to: organize daily inspections; skill in performing building, electrical, plumbing and mechanical inspections; inspection files and test reports; detect code violations within all required building construction; ability to read and interpret blue prints; analyze building plans for existing and new structures for code compliance; compute mathematical equations; learn building related codes and ordinances adopted and enforced by the city, including currently adopted Building Codes and Zoning Ordinances; interpret and apply pertinent federal, state and local laws, codes and ordinances; read and interpret complex building plans, specifications and building codes; determine if construction systems conform to city code requirements; apply technical knowledge and follow proper inspection techniques to examine workmanship and materials; detect deviations from plans, regulations and standard construction practices; advise on standard construction methods and requirements for residential and commercial buildings; make mathematical computations rapidly and accurately; enforce regulations fairly, firmly, factually and with proper public relations skills; understand and carry out oral and written directions; communicate clearly and concisely, both orally and in writing; basic skill in computers and office equipment; establish and maintain cooperative working relationships with those contacted in the course of work; maintain appropriate necessary certifications; and maintain valid Texas driver license and acceptable driving record in accordance with city policies and standards.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least three years of increasingly responsible construction and/or building inspection experience, including one year of experience working with residential and commercial buildings; or

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Texas Plumbing Inspector License; and

Valid Texas driver license.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. There is regular exposure to dirt, toxic materials, air contaminants, varied temperatures and working at heights. The noise level in the work environment is usually moderate in the office and moderate to loud out in the field. May be exposed to communicable diseases daily.