

JOB DESCRIPTION

JOB TITLE: Building Inspector

JOB NO: AS002117

JOB FAMILY: Administrative/Specialist

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform a variety of tasks associated with advanced technical building inspection and preliminary plans examining work; to enforce building codes, regulations and ordinances for both residential and commercial construction.

SUPERVISION

General supervision is provided by the Building Inspection Field Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Inspect residential and commercial buildings during various stages of construction and remodeling; enforce compliance with applicable codes, ordinances and regulations; recommend modifications and adjustments as necessary.
3. Inspect previously occupied buildings, spaces or suites for code compliance; approve inspected areas for certificates of occupancy.
4. Inspect existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes and ordinances.
5. Inspect 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.
6. Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances.
7. Receive calls and answer questions about permits and code requirements; direct inquiries as necessary relating to residential and commercial construction.
8. Retrieve permit information from the computer; verify legal data including owners, tax records, and other data needed to issue permits.
9. Maintain files and reports regarding inspection activities and findings on all active projects.
10. Testify in court as necessary. Drive to and from destinations as assigned by Supervisor.

OTHER DUTIES AND RESPONSIBILITIES

1. Conduct pre-construction meeting with architects, engineers and contractors to explain code and

2. local regulations as related to new project construction.
2. Oversee maintenance of assigned vehicle.
3. Investigate and resolve public complaints; determine compliance with City codes and ordinances; recommend appropriate actions.
4. Assist in training other building inspectors and related staff as appropriate.
6. Perform other duties as assigned.
7. Be available for rotating emergency after hour inspections.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Three years of increasingly responsible construction and/or building inspection experience including one year of experience working with residential and commercial buildings.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

Possession of International Conference of Building Officials or International Code Council certification as a Building Inspector.

Must obtain either International Code Council Residential Building Inspector certification or International Code Council Building Inspector certification within six months of employment. Both certifications are required within one year of employment.

COMPETENCIES

An employee's performance will be evaluated based on five competencies:

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Complex principles and techniques of building inspection

Principles of structural design and engineering mathematics

Residential and commercial construction, materials and methods of construction

Safety standards and methods of building construction for commercial, industrial and residential buildings

Pertinent federal, state and local laws, codes and regulations

Skill in:

Organizing daily inspections, inspection files and test reports

Detecting code violations within all required building construction

Analyzing building plans for existing and new structures for code compliance
Using specialized technical equipment as assigned

Computing mathematical equations

Ability to:

Learn building related codes and ordinances adopted and enforced by the City, including currently adopted Building Codes and Zoning Ordinance.

Interpret and apply pertinent federal, state and local laws, codes and regulations.

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, commercial and industrial 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.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *climbing, stooping, twisting, reaching above the shoulder and kneeling to perform building inspection duties*
- *walking, standing and sitting for extended periods of time*
- *pushing, pulling or lifting equipment and supplies occasionally weighing up to 24 lbs.*
- *exposure to dirt, toxic materials, air contaminants, temperature*
- *extremes and working at heights.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: April 2004

REVISED DATE: