

Job Description



Building Inspector

Department: Economic & Community Development Salary Grade: 17 \$18.25- \$30.00
Reports To: Chief Building Official FLSA: Standard/Non-Exempt

Purpose:

Responsible for inspecting building site construction for all residential and commercial buildings to ensure compliance with State Building Code and City Ordinances.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

1. Reviews building plans and permit applications, verifies they comply with all City Codes and State Building Regulations, approves and issues building permits
2. Performs all building and construction site inspections to insure compliance with city codes and state regulations; conducts routine field inspections
3. Counsels architects, designers and contractors in building code and procedural issues
4. Prepares and completes monthly inspection reports
5. Prepares and submits annual budget for his/her department

Knowledge, Skills and Abilities:

- Proficient knowledge of the International Building Codes and the National Electric Code as applied to residential and commercial development
- Basic understanding of City Code Compliance
- Ability to develop and maintain a positive working relationship with staff, co-workers, elected officials, supervisors, citizens, business and community groups
- Basic skills to read and follow blue prints
- Ability to maintain confidentiality when working with sensitive information and to comply with all record retention laws
- Ability to communicate and follow directions in English, both orally and in writing
- Basic skills in Microsoft Office Suite including Excel, Word, and PowerPoint
- Ability to understand and provide excellent customer service
- Ability to maintain proficiency and knowledge of current or new regulations/legislation within areas of responsibility
- Basic knowledge of all City safety rules and operating procedures
- Ability to maintain regular and punctual attendance

Minimum Qualifications:

- High School diploma or GED equivalent
- 2 years of experience in plumbing, construction or related area

Licenses and Certifications:

- Class C driver's license
- Licensed Plumber in the State of Texas
- ICC Certification in at least one inspection area (building, electrical, mechanical or plumbing)

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Work Environment/Physical Requirements:

The work environment and physical demands 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.

- Work performed is in both indoor and outdoor environments with periodic exposure to hazardous and unpleasant conditions. Must be able to manoeuver on uneven terrain and within construction sites.

Preferences:

- Master of Journeyman Electrical license
- Experience in a skilled trade (framing, electrical, plumbing or mechanical)
- Bilingual in English and Spanish

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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