DATE	May 2012
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Building Inspector
DEPARTMENT/DIVISION: Building Inspection
REPORTS TO: Assistant Building Official

SUMMARY: Responsible for performing a wide variety of inspections to support the City's one-stop shopping philosophy in building and zoning. Inspections include building inspections, construction inspections and inspections related to the City's zoning ordinances. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Performs field inspections of public and private construction and improvements for violations and/or compliance of plans, standards, specifications, regulations, permits, zoning and/or City code ordinances; inspects, approves, and/or rejects phases of construction.
- Conducts field inspections of work in progress to ensure the quality of materials used, standards of workmanship, contract compliance, and/or other related issues.
- Prepares and issues verbal warnings, violation notices, and stop work orders to construction projects not being built in compliance with City standards and/or other applicable regulations; schedules and conducts formal hearings; maintains case files regarding inspections and violations; prepares monthly report files.
- Reviews and interprets approved construction plans, specifications, and special provisions as a basis for monitoring construction activities.
- Attends meetings and addresses concerns of interested parties.
- Performs project management activities for a variety of construction-related projects, which includes: coordinating pre-construction meetings with contractors and sub-contractors; following projects throughout construction to ensure compliance with applicable steps; recommending the issuance of certificates of occupancy; and/or, performing other related activities.
- Performs a variety of administrative activities in support of departmental operations, which may include: scanning utility releases for inclusion in the City's website; coordinating applicable training programs; facilitating training classes on technical issues; preparing and running inspection tickets related to departmental activities; and/or, performing other related activities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of building inspection techniques;
- Knowledge of construction and building maintenance principles;
- Knowledge of construction materials testing procedures;
- Skilled in providing customer service;
- Skilled in conducting field building inspections;
- Skilled in mediating hostile situations;
- Skilled in performing mathematical calculations;
- Skilled in maintaining records;
- Skilled in reading and interpreting construction plans, drawings, specifications, and special provisions;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Skilled in reading, interpreting, applying, and explaining laws, codes, rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in maintaining sensitive and confidential information;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Four years of technical training in a building trade.
- Two years experience as a journey-level tradesman.
- Ability to obtain licensure as an electrician or plumber or certification to inspect such work within 6 months of employment.
- Requires a valid State of Texas Driver's License.
- Additional certifications are required depending on types of inspections performed.

PREFERENCES:

- Licensed or Certified as a Plumber, Plumbing Inspector, Electrician or Electrical Inspector

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in both standard office and outside environments, with potential exposure to adverse weather conditions.
- Work is performed in high and precarious places and near moving mechanical parts.

- Regular exposure to risk of electrical shock, vibration, fumes, and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.