



DATE	July 2014
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Senior Building Inspector
 DEPARTMENT/DIVISION: Building Inspection
 REPORTS TO: Chief Building Inspector

SUMMARY: Responsible for performing complex inspections and lead work in support of the City's one-stop shop philosophy in building and zoning. Duties include: conducting inspections, assigning work to other inspectors, preparing departmental reports, providing code interpretation, and providing code review revisions. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Updates and records progression of new commercial projects and transfers to Certificate of Occupancy listings.
- Coordinates safety meetings and in-house training from departmental staff.
- 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.
- Facilitates and attends pre-construction meetings and addresses concerns of interested parties, including contractors and citizens.
- Performs a variety of administrative activities in support of departmental operations, which may include: entering inspection information into applicable database; reviewing and updating commercial project listings; reviewing and updating un-resulted permits for inspections and completion; 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of building inspection techniques;
- Knowledge of construction and building maintenance principles;
- Knowledge of construction materials testing procedures;
- Skilled in prioritizing and assigning work to lower level staff;
- Skilled in scheduling and coordinating meetings and other related group processes;
- Skilled in managing projects;
- 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 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 gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- 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.
- Two years experience as a Building Inspector.
- Two years experience as a journey-level tradesman OR equivalent experience in the construction and/or inspection field.
- Ability to obtain licensure as a Texas State Plumbing Inspector or an ICC Combination Inspector Certification within the first six months in the position.
- 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.