



<b>DATE</b>	August 2014
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

JOB TITLE: Inspection Services Coordinator  
 DEPARTMENT/DIVISION: Development Services/Building Inspection  
 REPORTS TO: Building Official

**SUMMARY:**

Responsible for overseeing all commercial and residential building inspections and coordinating the daily activities of the Building Inspections team under the direction of the Building Official. Responsible for performing complex inspections in support of the City’s one-stop shop program in building and zoning. Work is performed with general direction and the use of independent judgment and discretion.

**ESSENTIAL JOB FUNCTIONS:**

- Supervise Chief Building Inspectors to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Manage after-hour inspections and emergency inspections.
- Perform 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.
- Prepare and issue verbal warnings, violation notices, and stop work orders to construction projects not being built in compliance with City standards and/or other applicable regulations; schedule and conduct formal hearings; maintain case files regarding inspections and violations; prepare monthly report files.
- Review and interpret approved construction plans, specifications, and special provisions as a basis for monitoring construction activities.
- Facilitate and attend pre-construction meetings and addresses concerns of interested parties, including contractors and citizens.
- Collaborate with other City departments regarding projects and areas of overlap.
- Perform project audits, which include: documenting, compiling, and analyzing project information an annual basis.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Supervisory responsibility over Chief Building Inspectors.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of building inspection techniques;
- Knowledge of construction and building maintenance principles;

- Knowledge of construction methods, materials and testing procedures;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in prioritizing and assigning work to lower level staff;
- Skilled in scheduling and coordinating meetings and other related group processes;
- 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, and specifications;
- 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 both verbally and in writing.

**MINIMUM QUALIFICATIONS:**

- Associates degree in Construction Management, Business or related field
- Six years progressive, responsible building inspection experience, including two years supervisory experience.
- State of Texas licensed Plumbing Inspector, or the ability to obtain within six (6) months of employment.
- ICC Certified Building Official or the ability to obtain within two (2) years of employment.

**PREFERENCES:**

- Bachelor's degree in Business Administration, Architecture, Engineering, Construction Management or other related field.

**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.