

BUILDING INSPECTOR

DESCRIPTION OF WORK

Job Summary: Conducts on-site inspections to ensure that residential and commercial construction and existing buildings are in compliance with applicable codes and ordinances, and perform related work as required.

Supervision Received: Work is performed under the general supervision of the Assistant City Manager.

Supervision Exercised: None

EXAMPLES OF DUTIES:

Conducts field inspections of ongoing construction and existing structures to ensure compliance with all applicable building, electrical, plumbing, mechanical, gas and zoning, floodplain, fence and abatement of dangerous building ordinances.

Responds to request for code interpretation and application from contractors and property owners in the field.

Maintains daily record of completed inspections and post results on computer/log.

Reviews plans and specifications, on-site, to ensure construction is in accordance with city-approved plans.

Maintains up-to-date knowledge of national, regional and city building, electrical, mechanical, plumbing and gas codes and zoning, floodplain, sign, fence and abatement of dangerous building regulations.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of the applicable codes, ordinances and regulations regarding the building industry; knowledge of the methods, materials and workmanship standards governing the installation and modification of plumbing, gas, electrical and mechanical systems; knowledge of current developments in the building industry.

Skills: Skill communicate in writing; skill to communicate orally; skill in operating a two way radio; skill in taking measurement using tape measures and other standard measuring devices; skill in walking long distances over long periods of time under a variety of weather conditions.

Abilities: Ability to establish and maintain effective working relationship; ability to communicate effectively with the public; ability to read and interpret blueprints and diagrams to verify compliance with standards; ability to recognize deviations in design of and materials used in actual installation from requirements in written plans, specifications and codes; ability to evaluate construction materials, workmanship and methods according to established standards; ability to plan and monitor assigned activities; ability to make effective use of time; ability to work effectively without undue instruction and supervision; ability to work in an outdoor environment subject to changing weather conditions; ability to identify and correct potential safety hazards.

Education: High school graduate or GED.

Experience: A minimum of two years experience in the building industry.

Any work related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10 key calculator; potable radio; phone; ladder or scaffolding; tape measure.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is mostly performed outdoors inspecting structures and properties. Some office work is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIROMENT

The work environment characteristics described her 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving parts and in high, precarious places and occasionally exposed to wet and or/humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may performed. The omission of specific statements of duties does not exclude them from the position it the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job.

Effective Date: 01/03/96

Revision History: 04/29/05