

BUILDING INSPECTOR

Department: Community Development
Classification: Full Time

Position Summary:

Inspect buildings, construction sites and building components for compliance with various codes and regulations. Enforce various ordinances and regulations, maintain accurate records and perform other duties as assigned. May be required to inspect existing buildings for hazardous conditions.

Duties and Responsibilities:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent

- Inspect all permitted commercial and residential buildings by reading and interpreting codes, ordinances, regulations, communicating with contractors regarding codes and ordinances, asking contractors to make corrections and re-inspecting sites.
- Inspect new commercial and residential structure for code compliance by driving to the site, instructing contractors and the public regarding codes and regulations, inspecting structures and sites for compliance and maintaining required certification (both hard copy and electronic form).
- Consult with contractors and subcontractors on an as needed basis in order to gain compliance with applicable building codes throughout the building process.
- Maintain accurate records by interpreting plans and diagrams, figuring floor loads and roof calculations, detecting code non-compliance, directing owners, contracts and developers toward compliance, making permanent records and reports and completing inspection compliance notifications.
- Conduct plan reviews of new projects by reviewing plans for compliance with various codes and regulations, researching codes to resolve discrepancies and informing permit applicants of corrections required before permits can be issued.
- Attend various boards and seminars, set up meeting rooms, gather materials, and schedule continuing education classes and code update classes.
- Perform other duties as may be assigned

Required Knowledge, Skills, and Abilities

- Skill in the use of standard office equipment, computers, and computer software
- Ability to respond to public inquiries in a timely manner; to implement administrative and technical procedures; to interpret applicable laws, rules, regulations, policies, and procedures; and to communicate effectively.
- Public service and overall good public relations attitude

Physical and Environmental Conditions:

Duties are generally performed citywide in both outdoor and indoor settings. Work requires climbing, stooping, kneeling, crouching, standing, walking, pushing and pulling. This position is subject to outside environmental conditions, including extreme cold, extreme heat, and hazards.

Education, Certification and Experience Required:

- Possession of a High School Diploma or equivalent.
- Possession of a valid Texas Class C Driver's License.
- Possession of a Texas Plumber's License and/or Electrician's License.
- Building Inspector Certification, Plumbing Inspector's Certification, and/or Electrical Inspector Certification is preferred.
- Five years' experience in the building industry