



BUILDING INSPECTOR/CODE ENFORCEMENT

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES

The fundamental reason this position exists is to conduct on –site inspections to ensure new and add-on residential and commercial construction is in compliance with existing federal, state and local building codes; plumbing, air conditioning, heating, mechanical, electrical, gas, energy, windstorm, swimming pools and structural. Receives general instruction from the City Manager and/or City Secretary. Performs other duties as required.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Conducts field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations.
2. Reviews permit applications and plans for compliance with permitting policies and procedures.
3. Inspects foundation, cement, framing, plastering, plumbing, heating, electrical installations, and a large variety of other complex and routine building system elements.
4. Performs complex inspection duties in trade specialties such as plumbing, electrical, mechanical and general facilities construction.
5. Checks stud, joist, rafter spacing and other structural member factors.
6. Examines grade, quality and treatment of lumber, cement, lathe, wire and composition to ensure quality materials are used in construction.
7. Reviews and approves construction plans of residential and commercial buildings and standard structures submitted for building permits; ensure plans and specifications comply with local and state laws and ordinances, issue building permits.
8. Enforces codes related to the condemnation and rehabilitation of sub-standard buildings.
9. Confers with architects, contractors, builders, and the general public in the field and the office; interprets and explains requirements and restrictions concerning building construction and code enforcement.
10. Produces clear and concise correction notices pursuant to job site field inspections, maintain records and prepare reports.

11. Conducts follow-up investigations to ensure compliance with appropriate codes and ordinances.
12. Prepares a variety of written reports, memos, and correspondence.
13. Documents and maintains records for the building department.
14. Notifies City Manager of any major procedural or policy changes needed.
15. Assists in Town's emergency procedures.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. Ability to cooperate with staff and the public.
2. Ability to maintain a professional manner when dealing with the public.
3. Ability to perform fire safety inspections for compliance with fire code.
4. Ability to communicate effectively both written and in verbal form.
5. Knowledge of modern office procedures, methods and equipment including computers related software and equipment.
6. Ability to testify in court, if required.
7. Ability to present applicable codes and ordinances to Planning and Zoning board during hearings of cases.
8. Ability to plan work and establish priorities.
9. Ability to respond to complaints and grievances.
10. Ability to define problems and deal with a variety of situations.
11. Ability to use good judgment and effectively solve problems, without supervision.
12. Knowledge of building construction methods, procedures and materials including foundations, footings, driveways, and interior construction.
13. Knowledge of applicable municipal codes relating to building and minimum housing standards.
14. Knowledge of applicable municipal codes relating to heating, air conditioning installation, electrical systems and appliances.
15. Knowledge of safety standards and methods of building construction.
16. Knowledge of the building permit application process.
17. Knowledge of principle and techniques of building inspection work.
18. Knowledge of town and state codes, ordinances, laws and regulations pertaining to health and safety.
19. Knowledge of town and municipal organizations structure relating to building code enforcement.
20. Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
21. Ability to apply codes and policies regarding zoning, environmental matters and other regulations to field situations.
22. Ability to read and interpret building plans, specifications and blueprints and relate them to the construction process.

23. Ability to detect and locate defects in building construction work and to ascertain the stages at which these can be most easily remedied.
24. Ability to advise on standard construction methods and requirements.
25. Ability to make arithmetic computations rapidly and accurately.
26. Ability to respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.
27. Ability to prepare clear and concise reports.
28. Ability to inspect and identify violations of applicable codes and ordinances.
29. Ability to maintain effective audio-visual discrimination and perception needed for making observations, communication with others, conducting detailed inspections, and operating assigned equipment.
30. Ability to perform other duties as assigned.

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS.

High School Graduation.

MINIMUM EXPERIENCE REQUIREMENTS.

Four to five years experience in the building construction or inspections field which may include work as a journeyman level plumber, electrician, or general building contractor.

MINIMUM LICENSE REQUIREMENTS.

1. Possession of a Texas Plumbing Inspector License.
2. Possession of a Building Inspector Certificate (residential and commercial).
3. Possession of an Electrical Inspector Certificate (residential and commercial).
4. Possession of a Mechanical Inspector Certificate (residential and commercial).
5. Possession of a valid driver's license in the State of Texas.

OTHER REQUIREMENTS

This position requires the use of a personal vehicle. Must provide and maintain proof of liability insurance of the vehicle. The individual must be physically capable of operating a vehicle safely and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not maintain personal insurance coverage.

PHYSICAL REQUIREMENTS

1. Must be physically able to work in extreme environmental conditions both inside and outside.
 2. Ability to work in inclement weather conditions.
 3. Ability to work under time pressure (frequent rush jobs, urgent deadlines, etc.)
 4. Ability to work in unpleasant social situations (necessity of dealing with irate or disturbed individuals).
 5. Ability to work with distractions.
 6. Ability to perform repetitive activities.
 7. Ability to work in awkward or confining spaces.
 8. Ability to work in a dirty or greasy environment.
 9. Ability to be exposed to environments that are dangerous, busy and noisy.
 10. Physical demands are fairly active and involve occasional walking, standing, crawling, kneeling, climbing, lifting, pushing, squatting, stooping, or bending.
 11. Driving required.
-