



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Combination Building Inspector
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Department: Inspection
Pay Grade: 115
FLSA Status: Non-Exempt

JOB SUMMARY

An individual in this position is responsible for a variety of routine and complex technical work in building inspection work to ensure that uniform building, plumbing, mechanical, electrical, energy conservation and other codes and standards are met.

ESSENTIAL JOB FUNCTIONS:

- Enforces local ordinances and building related codes including the International Building Code, Mechanical Code, Plumbing Code, Electrical Code, Fire Code, and the Property Maintenance Code.
- Issues correction notices and citations.
- Performs on-site inspections of footings, foundations, framing, electrical hookups, plumbing, mechanical systems, etc. for code compliance.
- Examines general framing and structural for code compliance.
- Performs electrical inspections to ensure that national codes and local regulations are adhered to.
- Performs plumbing inspections to ensure that local, state, and adopted codes are met.
- Maintains records of building and inspection activity and completes related reports. Issues certificates and permits as appropriate.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance; responds to complex and sensitive building issues.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing; maintains records and documents of customer service issues and resolutions.
- Assists in administering the permitting functions, including application processing, fee assessment and collection, and permit issuance.

- Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.
- Reviews proposed subdivisions for code compliance.
- Performs the duties of a plans examiner as needed for commercial and residential projects.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School diploma or equivalent;
- Two (2) years of experience in Building Code Inspection or four (4) years in general construction;
- Or equivalent training, education, and/or experience.
- Prior HVAC, plumbing, electrical, or framing experience preferred.
- Valid driver's license with acceptable driving record.
- Must have or be able to obtain the ICC Residential and Commercial Plumbing Inspector certifications within 6 months and/or obtain a Texas State Plumbing Inspector License within 12 months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of International building, electrical, plumbing, mechanical codes, or general construction codes, and a thorough knowledge of carpentry; considerable knowledge in electrical work, carpentry work, cement work, or plumbing, and skill in applying knowledge of adopted building codes, zoning, and land use applications.
- Skill in effective communication, both orally and in writing.
- Skill in the operation of personal computer, including word processing, MS Excel, phone, ladder or scaffolding, tape measure and equipment needed to perform tasks for inspections.
- Skill in the use of computers and software applications related to the essential functions of the job.
- Skill in effective time management and resource utilization.
- Ability to work independently with minimal supervision.
- Ability to work well with the public, local contractors, and co-workers.
- Ability to read and understand complicated plans and blueprints.
- Ability to research, compile and summarize a variety of information and statistical data.
- Ability to work effectively with all levels of employees, management, and citizens.

PHYSICAL DEMANDS:

The work is light to medium work which requires exerting up to 40 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following physical abilities are required: Must be able to lift and carry up to 40 pounds. Walk, climb, kneel, squat, stoop, bend, or crawl while reviewing and inspecting projects. Sit or stand for extended periods of time while performing inspection duties. Work in adverse weather conditions such as extreme cold, heat, or temperature swings. Work in height and extreme noise levels. Some exposure to mechanical, fume/odor and dust/mite hazards. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Some extended hours may be required.

WORK ENVIRONMENT:

Work is performed in a normal office environment. Work environment involves everyday

risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to the position for which I am applying and/or the current position and that I am responsible for meeting the requirements outlined in this job description.

The City of Texas City has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date