

Combination Inspector

Reports to: Building Official
Job Classification Code: 3542

Department: 203-Inspection

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: _____

Date: 1/24/18

JOB SUMMARY:

Performs a variety of routine and complex technical work in building inspection work to insure that uniform building, plumbing, mechanical, electrical, energy conservation and other codes and standards are met.

ESSENTIAL FUNCTIONS:

1. 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.
2. Issues correction notices and citations.
3. Attendance is an essential function.
4. Performs on-site inspections of footings, foundations, framing, electrical hookups, plumbing, mechanical systems, etc. for code compliance.
5. Examines general framing and structural for code compliance.
6. Performs electrical inspections to insure that national codes and local regulations are adhered to.
7. Performs plumbing inspections to insure that local, state, and adopted codes are met.
8. Maintains records of building and inspection activity and completes related reports. Issues certificates and permits as appropriate.
9. Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
10. 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.
11. Assists in administering the permitting functions, including application processing, fee assessment and collection, and permit issuance.
12. Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.
13. Reviews proposed subdivisions for code compliance.
14. Performs the duties of a plans examiner as needed for commercial and residential projects.
15. Performs other duties as assigned.

QUALIFICATIONS:

1. High School diploma or GED.
2. Two (2) years of experience in Building Code Inspection or four (4) years in general construction and related fields or any equivalent combination of education and experience
3. Prior HVAC, plumbing, electrical, or framing experience preferred.

4. Thorough 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 skilled in applying knowledge of adopted building codes, zoning and land use applications.
5. Skilled in the operation of a personal computer, including word processing, MS Excel, phone, ladder or scaffolding, tape measure and equipment needed to perform tasks for inspections.
6. Ability to work well with the public, local contractors and co-workers; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing
7. Valid driver's license with acceptable driving record
8. Must have or be able to obtain at least one of the following certifications within 12 months of employment: ICC Building Inspector Certification, Electrical Inspector Certification, Mechanical Inspector Certification and Texas State Plumbing Inspectors License, State Registered Code Enforcement Officer.

PHYSICAL REQUIREMENTS:

1. Must be able to lift and carry up to 40 pounds.
2. Walk, climb, kneel, squat, stoop, bend, or crawl while reviewing and inspecting projects.
3. Sit or stand for extended periods of time while performing inspection duties.
4. Work in adverse weather conditions such as extreme cold, heat, or temperature swings.
5. Work in height and extreme noise levels.
6. Some exposure to mechanical, fume/odor and dust/mite hazards.
7. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
8. Some extended hours may be required.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date