

CITY OF FULSHEAR **BUILDING INSPECTOR**

CLASS SUMMARY

FLSA Status: N

This is advanced technical building inspection and preliminary plans examining work in Building Services enforcing building codes, regulations, and ordinances for both residential and commercial construction. Under the general direction of the Chief Building Official, and direct supervision of the Chief Building Inspection Supervisor, performs a variety of tasks associated with advanced building inspection and plans examining work.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Inspects residential and commercial buildings during various stages of construction and remodeling; enforces compliance with applicable codes, ordinances, and regulations; recommends modifications and adjustments as necessary.

Inspects previously occupied buildings, spaces, or suites for code compliance; approves inspected areas for certificates of occupancy.

Inspects existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes and ordinances.

Inspects foundation, concrete, steel, masonry, wood construction, framing, plastering, electrical, plumbing, lawn irrigation, HVAC, and gas turn on installations and a large variety of other complex and routine building system elements for both residential and commercial construction.

Climbs ladders to make visual inspections during progress of building and site construction, or repair, to insure compliance with laws and regulations and safe construction installations and practices.

Confers with architects, contractors, builders and the general public; explains and interprets requirements and restrictions of adopted codes and ordinances.

Receives calls and answer questions about permits and code requirements; directs inquiries as necessary relating to residential and commercial construction.

Retrieves permit information from the computer; verifies legal data including owners, tax records, and other data needed to issue permits.

Reviews plans for initial determination of compliance with City code requirements; examines plans and designs for conformance.

Maintains files and reports regarding inspection activities and findings on all active projects.

Testifies in court as necessary.

BUILDING INSPECTOR – Page 2

Investigates and resolves public complaints; determines compliance with City codes and ordinances; reports and recommends appropriate actions to the Chief Building Official and Chief Building Inspection Supervisor.

Provides services or performs duties for the benefit of the general public during emergency situations or more disastrous events such as: civil disturbance, hurricane, tornado, flood, ice storm, fire, chemical accident including hazardous material spills, possible public exposure to hazardous conditions, or other disasters which threaten the safety of citizens.

Performs other tasks and duties as assigned or required related to the position and activities of the department.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and environmental conditions 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.)*

While performing the duties of this job, the employee is regularly required to sit, stand, and handle or operate standard office equipment. The employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision.

Works indoors and outdoors in extreme heat and cold, and remains available for rotating emergency after hour inspections. At various inspection sites, may be exposed to some unsafe structures, unsafe electrical installations, and high voltage. Requires safety procedures to be followed, including the use of personal protective equipment.

Work is performed in an office environment involves exposure to normal everyday risks typical of offices.

MINIMUM QUALIFICATIONS

Work requires possession of a high school diploma or GED, and at least five (5) years of responsible construction and/or building inspection experience including experience working with residential and commercial buildings; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

Knowledge of all applicable building and construction codes including Standard Codes, National Electrical Code, Housing Code, Unsafe Building Abatement Code, NFPA and ANSI standards.

Knowledge of ordinances relating to building and construction.

Knowledge of complex principles and techniques of building inspection, principles of structural design and engineering mathematics, residential and commercial construction, and materials and methods of construction;

Knowledge of safety standards and methods of building construction for commercial, industrial, and residential buildings, as well as, pertinent Federal, State and local laws, codes, and regulations.

BUILDING INSPECTOR – Page 3

Skill in the operation of modern office equipment, computer software programs, practices, and procedures.

Skill in analyzing building plans for existing and new structures for code compliance and using specialized technical equipment as assigned.

Knowledge of City services, departmental operations, and organization.

Ability to understand written instructions, construction codes, ordinances, technical manuals, blue prints, and construction drawings.

Ability to interpret, implement, explain, and enforce codes.

Ability to make decisions in accordance with established policies and procedures.

Ability to maintain records and prepare reports in accordance with prescribed policies and procedures.

Ability to handle sometimes irate persons or callers in a calm professional manner.

Ability to establish and maintain effective working relationships with contractors, architects, engineers, city officials, employees, and the public.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

Valid State of Texas Driver's License;

Possession of a minimum of two (2) International Code Council (ICC) certifications, preferably ICC Commercial Building Inspector and ICC Residential Building Inspector, or the ability to obtain such certification within one (1) year of hire date; OR;

State of Texas Plumbing License with the ability to obtain a State Plumbing Inspectors License within six (6) months of hire date; OR; State of Texas Electrical License with the ability to obtain the International Code Council (ICC) certifications for Residential and Commercial Electrical Inspector certifications within one (1) year of hire date.

Revised: September 14, 2018