

CITY OF FULSHEAR
CHIEF BUILDING INSPECTION SUPERVISOR

CLASS SUMMARY

FLSA Status: E

Under the general direction of the Chief Building Official (CBO), provides administrative supervisory support to the CBO and oversees the operational area of building inspection. Substitutes for the Chief Building Official in the CBO's absence. Oversees the inspections of new and existing buildings and structures; enforces conformance to building, grading, and zoning laws and approved plans, specifications, and standards.

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.)*

Provides supervision, training, and direction to building inspectors; Oversees and conducts inspections of new and existing buildings and structures; enforces conformance to building, grading, and zoning laws and approved plans, specifications, and standards.

Conducts and assists with field inspections in the community by observing and inspecting construction projects, comparing existing construction procedures and plans to the approved plans and ensuring all construction is in accordance with codes and ordinances.

Ensures compliance of building codes and ordinances by reviewing zoning, mechanical, electrical, plumbing and other construction plans.

Conducts field inspections in the community by observing and inspecting construction projects, comparing existing construction procedures and plans to approved plans and ensuring all construction is completed in accordance with building codes and ordinances.

Maintains communication with the general public by responding to questions and inquiries, handling complaints, directing and instructing the public and contractors on procedures and processes and assisting with resolving problems.

Provides administrative supervisory support to the Chief Building Official and substitutes for the Chief Building Official in the CBO's absence.

Keeps inspection records and prepares reports.

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 frequently required to sit, talk, or hear. The employee is occasionally required to reach with hands and arms. The use of hands is required for the manipulation of various office equipment/machines. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The employee occasionally works in outside weather conditions. Work is usually performed in a standard office environment and at various inspection sites. May occasionally 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.

The noise level in the work environment is usually moderate. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles.

MINIMUM QUALIFICATIONS

Work requires possession of a High School Diploma (or GED), and a minimum of at least five (5) years of responsible construction and/or building inspection experience working with residential and commercial buildings, which includes at least three (3) years of progressively responsible building inspection experience at the foreman or supervisor level, or closely-related experience, preferably in local government; or any equivalent combination of accepted education and experience that would provide 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.

CHIEF BUILDING INSPECTION SUPERVISOR – Page 3

Knowledge of the principles, materials, methods, and practices used in construction, plans and permits review, inspecting construction sites and for issuing violations, conducting building, plumbing, mechanical, and electrical inspections of construction sites, and investigating and citing violations of safety codes, standards, and ordinances.

Considerable knowledge of Federal, State, and local laws, rules, regulations, codes, ordinances, and policies governing Building Services and inspections.
Ability to respond to emergency situations.

Ability to establish and maintain effective working relationships with management, peers, subordinates, city officials, and the public.

Ability to effectively communicate in writing and verbally.

Ability to answer inquiries and resolve issues in an effective, tactful, courteous manner.

Skill in supervising, training, directing, and evaluating the work of subordinates.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

Valid State of Texas Driver's License;
CABO/ICC Building Official Certification preferred;
State Plumbing Inspector License required;
ICC Mechanical and Electrical Certifications, preferred

Revised: March 24, 2017