

City of Fulshear
JOB DESCRIPTION

The City of Fulshear, Texas has an immediate position open for a professional, experienced Building Inspector to perform the City's daily needs of residential and commercial building inspections. Being located in one of the fastest growing regions of west Fort Bend County, Fulshear has the potential to be one of the largest cities within Fort Bend County. Fulshear currently covers approximately 10 square miles of city limits and 40 square miles of extra-territorial jurisdiction with major subdivision development and infrastructure projects in progress and planned.

Position Title:

Building Inspector / Plans Examiner

Position Status:

Non - Exempt

General Description:

To perform a variety of tasks associated with advanced technical building inspection and preliminary plans examining work; to enforce building codes, regulations and ordinances for both residential and commercial construction.

Organizational Relationships:

Reports to: City Building Official

Supervises: N/A

Qualifications:

High School Diploma or GED required; at least 5 years of increasingly responsible construction and/or building inspection experience including experience working with residential and commercial buildings. A minimum of a current Licensed State of Texas Inspector, Journeymen or Master Plumbing license and possession of a valid Class C Texas driver's license. Prefer possession of International Code Council certifications. The person in this position must be able to pass background check and drug test. Ability to read, write and communicate effectively in person or by telephone with the public in the English language. Some travel required.

Additional Required Knowledge, Skills and Abilities:

Knowledge of: complex principles and techniques of building inspection; Principles of structural design and engineering mathematics; Residential and commercial construction; Materials and methods of construction; 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.

Skills including: Organizing and performing daily inspections, inspection files and test reports; Detecting code violations within all required building construction; Analyzing building plans for existing and new structures for code compliance; Using specialized technical equipment as assigned; Computing mathematical equations.

Ability to: Work in Team Environment; Display Professional conduct and discretion; Employ software systems; Effectively participate in the plan review and inspection process; Develop, maintain and control documents related to inspections and permits.

Essential Duties:

- Inspect residential and commercial buildings during various stages of construction and remodeling; enforce compliance with applicable codes, ordinances and regulations; recommend modifications and adjustments as necessary.
- Inspect previously occupied buildings, spaces or suites for code compliance; approve inspected areas for certificates of occupancy.

- Inspect existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes and ordinances.
- Work indoors and outdoors in extreme heat and cold.
- Inspect 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.
- Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances.
- Receive calls and answer questions about permits and code requirements; direct inquiries as necessary relating to residential and commercial construction.
- Retrieve permit information from the computer; verify legal data including owners, tax records, and other data needed to issue permits.
- Review plans for initial determination of compliance with City code requirements; examines plans and designs for conformance.
- Maintain files and reports regarding inspection activities and findings on all active projects.
- Testify in court as necessary. Drive to and from destinations as assigned by Building Official.
- Investigate and resolve public complaints; determine compliance with City codes and ordinances; report and recommend appropriate actions to the Building Official
- Provide services to the general public when emergency conditions warrant it, either in preparation for, or as a reaction to, one 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.
- Be available for rotating emergency after hour inspections.
- Other duties as assigned or required to perform the function of the position.