



Job Description

Title: **Building Inspector**
Department: **Planning and Development**
Pay Range: **\$24.04 – 43.72/Hourly DOQ**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE

Performs a variety of routine, complex and technical work in administering and enforcing building codes and City ordinances; conducts inspections, interprets, and communicates all applicable codes and ordinances. Protects the health and safety of the community while supporting an efficient City permitting system and code enforcement activities.

SUPERVISION RECEIVED

Works under the direct supervision of the Building Official and general supervision of the Director of Planning and Development.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs on-site inspections of footings, foundations, framing, electrical hookups, plumbing, mechanical systems, septic systems, non-point source pollution controls, etc.
- Enforces building related codes, including all standard building codes adopted by the City and all local codes such as nuisance, signage, site development, zoning, and water quality, etc. Issues correction notices and citations.
- Periodically patrols or inspects assigned areas to monitor for violations of local codes.
- Responsible for the documentation and maintenance of records for building inspection. Issues inspection results and permits as appropriate. Prepares required reports related to building permitting.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and City ordinance compliance.
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain building code requirements and violations or potential violations.
- Provides information to persons who request information or assistance in matters related to building codes, construction, and City ordinance compliance.
- Examines plans and specifications of residential, commercial, industrial, public or other developments and determines compliance with City of Bee Cave building codes and other related ordinances.
- Meets with and advises architects, designers, contractors, developers and the general public on building code and City ordinance requirements.
- Provides technical building code and code compliance direction to supervisors, boards, commissions, and the general public.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
- Maintains harmony among coworkers.

- Conveys a positive professional image by action, communication and appearance.
- Regular, reliable and punctual attendance is an essential function of this job.

PERIPHERAL DUTIES

- Attends professional development workshops and conferences. Travels to various destinations in and out of the City and may require overnight stay.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a standard senior high school or GED equivalent;
- Three (3) years of experience in general construction and/or three (3) years of experience as a commercial and residential inspector; or
- Any equivalent combination of skills and experience.
- State licensed plumbing inspector.

Necessary knowledge, Skills and Abilities:

- Thorough knowledge of adopted building codes and electrical codes, plumbing codes, mechanical codes, general construction codes, and considerable knowledge of carpentry work, concrete work, electrical work, plumbing work, mechanical work and skill in applying knowledge;
- Skill in the operation of the listed equipment;
- Ability to establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public;
- Ability to read and understand complicated plans and blueprints; and
- Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

- A valid Texas driver's license, or ability to obtain one by start of employment.
- State certification as a Code Enforcement Officer is required within six (6) months of employment.
- State certification as a designated representative by the TCEQ for onsite sewage system facilities within six (6) months of employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; phone; ladder or scaffolding; transits; tape measure; plan scale and a builder's level.

WORKING CONDITIONS and PHYSICAL REQUIREMENTS

- Work is inside and outside during all weather conditions. May perform field work in extreme temperatures in attics; mechanical room temperature can be below zero degrees in freezer unit. Potential for exposure to hazards such as, paint, solvent spray, asbestos, carbon monoxide, Freon, dust, fiberglass, and methane gas.
- May perform field work in locations that require climbing, walking, crouching, crawling over all terrain types.
- May be exposed to falls from elevated areas, scaffolding; electrical hazards from high voltage and energized wire; high noise level from compressors and saws.
- May be exposed to stinging and biting insects, poisonous plants, snakes and other wildlife.

- May perform field work in extreme temperatures in all weather conditions. Subject to wet or humid conditions; sunburn and other sun exposure reactions.
- May encounter occasional stressful situations.
- Must be able to operate a City-owned vehicle to perform field work.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.
- Ability to sit or stand for long periods.
- Ability to operate a City-owned vehicle to perform field work.
- Ability to access remote sites that may require climbing and traversing rough terrain in all weather conditions.
- General manual dexterity to operate computer, office machines, perform filing or other office functions; and reach items with hands or arms.
- Ability to stand, sit, walk, lift, carry, push/pull, reach, kneel, crawl, crouch, bend, twist, climb and balance. Bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Possess mental acuity for attention to accuracy and detail.
- Possess visual acuity to conduct inspections.
- Hear in the normal audio range with or without correction.

ACKNOWLEDGEMENT

By signing below you understand the requirements, essential duties and responsibilities, of the position. You also understand this job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. All employees of the City of Bee Cave are employed at-will, unless they have a contract approved by the City Council.

Employee Signature

Date

Supervisor Signature

Date