



**JOB DESCRIPTION**

<b>POSITION:</b> Building Inspector	<b>DEPARTMENT:</b> Public Works	<b>REPORTS TO:</b> City Manager
<b>FLSA STATUS:</b> Exempt	<b>SALARY GRADE:</b> TBD	<b>ESTABLISHED:</b> 09-03-2019 <b>REVISED:</b>

**JOB SUMMARY:**

This is a Full-Time position under the direction of the City Manager. The Building Inspector will also monitor, implement and enforce all rules and ordinances relating to building codes and any other general health or safety matters under the jurisdiction of the City of Farmersville with integrity and professionalism. He/She will work with builders, developers, construction contractors, engineers, architects, and citizens of the City of Farmersville, general public, city departments and elected officials. Eventually the successful candidate will be responsible for all activity and employees related to building inspection, plan review, and code compliance as the City grows.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Communicate (read, write, and speak) effectively in the English language, spelling, grammar and punctuation;
- Skills in use of computer including Microsoft Office, supporting common software programs;
- Establish and maintain effective working relationships with other employees, the public and other agencies;
- Prepare and maintain routine records and reports;
- Knowledge of construction trades, ordinances, codes, and regulations applicable to construction practices and projects within the city;
- Must possess considerable knowledge of current building construction methods, materials, tools, and equipment;
- Knowledge of International Code Council (ICC) codes relating to building, plumbing, electrical mechanical, energy residential, supporting code appendixes, and applicable related codes;
- Ability to read, review, and accurately interpret building plans and specifications of any complexity, and to computer them with construction in progress during inspections;
- Ability to write and type clear and concise reports, memos, and other correspondence;
- Ability to consistently make reasonable and fair judgments based on knowledge of adopted codes, laws and ordinances;
- Ability to follow instructions, safety practices, and standard operating procedures in performing assigned tasks;
- Ability to perform work accurately and thoroughly;
- Ability to communicate clearly and concisely with developers, builders, contractors, city staff, owners, and the general public;

- Ability to manage disputes and/or conflicts with multiple parties while remaining calm, courteous, and professional;
- Ability to handle confidential matters responsibly;
- Ability to read and interpret building plans;
- Ability to use various tools and devices required to perform essential functions;
- Oversees inspections, re-inspections or final inspections for issuance of Certificate of Occupancy;
- Advise Department Director in the necessity, preparation, and presentation of city ordinances related to building codes;
- Establish system to ensure consistency within the division
- Performs other related duties as assigned or required;
- Administration of the permitting process for all construction projects;
- Interpret codes and methods, resolves interpretation issues pertaining to the adopted Building, Plumbing, Electrical, Energy, and Mechanical Codes;
- Review site and building plans and specifications of any complexity and compare them with construction in progress, perform building inspections, site visits;
- Detect hazards and violations, then detail what the codes require during field inspection work;
- Ability to enforce regulations with firmness, tact, impartiality, and professionalism in field inspection and office work;
- Ensure that ordinances relating to public health and safety are enforced;
- In emergency situations, the building Official must be able to exercise good judgement and coordinate the efforts of co-workers, reacting calmly and quickly;
- Familiarity of Texas Department of Licensing and Regulation (TDLR) Accessibility standards and regulation of facilities relating to construction within the jurisdiction.

Add in responsibilities related to Code Compliance but from the standpoint that it can be learned on the job.

#### **MINIMUM QUALIFICATIONS:**

Must be a United States Citizen or legally able to work in the United States;

Must have a valid Texas driver's license and maintain a satisfactory driving record;

High school diploma or GED required

Extensive knowledge of the current International Building Code, International Residential Code, Plumbing Code, Mechanical Code, Energy Code, Energy Code, and Electrical Code

Must have three (3) of the following certifications and the ability to obtain the CBO Certification within 36 months of employment: Texas State Plumbing Inspection License; International Code Council Certified Building Official (CBO); International Code Council Building Inspector; International Code Council Residential Plumbing Inspector; International Code Council Residential Plumbing Inspector; International Code Council Residential Mechanical Inspector; ICC Commercial Combination Inspector Certificate; ICC Residential Combination Inspector Certificate

#### **PREFERRED QUALIFICATIONS**

Bachelor's degree in Engineering, Construction Science, or a related field from an accredited college or university preferred

Minimum of five (5) years related experience in residential and commercial inspection and/or construction experience

**WORKING CONDITIONS AND HAZARDS:**

Position requires the ability to stand, sit, run, walk, push, pull, squat, kneel, twist, reach, crouch, crawl, climb, stoop or move about on uneven surfaces while inspecting construction sites. Physical exertion of the aforementioned activities may be required for prolonged period of time. The Building Inspector must be able to access and work in confined spaces. He/She must use eyes, ears, nose, hands, and fingers to perform assigned duties. Walking, standing or sitting for extended periods of time may be required in this position during the day-to-day functions. You may be required to drive and operate a motor vehicle according to state and local regulations for extended periods of time. Maintain effective audio-visual discrimination and perception is needed for making observations, communicating with others, reading and writing and or operating assigned equipment. This position also requires repetitive hand movement in using computer keyboard. Must be able to lift and carry up to 50 pounds and pull, push, or drag up to 75 pounds of materials and/or supplies.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this position and is not necessarily an exhaustive list of all responsibilities, duties and skills required. Management has the exclusive right to alter this job description at any time without notice.

If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the date of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.

Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.

A person with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department.