



Title: Building Inspector

Department: Development Services

Pay Grade: 7 - Minimum pay \$ 24.80/hr

FLSA: Non-Exempt

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#### GENERAL SUMMARY

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

#### SUPERVISION

General supervision is provided by the Director of Development and Community Services.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform residential and commercial inspections during various stages of construction and remodeling (including mechanical, electrical and plumbing); enforce compliance with applicable codes, ordinances and regulations; recommend modifications and adjustments as necessary.
- Perform Certificate of Occupancy inspections.
- Develops and maintains constructive relationships with City officials, other departments, community agencies and groups, and the general public regarding the Development Services Department.
- Review, read and interpret building construction plans and building construction codes and ordinances, efficiently and effectively.
- Confer with architects, contractors, engineers, builders and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances.
- Communicates effectively and courteously with the public and private sectors orally, over the telephone, by e-mail, and in writing.
- Coordinate development meetings for contractors; provide pre-construction guidelines and information.
- Coordinate the permitting process between developers and other City departments and divisions; respond to questions; mediate and resolve conflicts and complaints.
- Prepare reports and logs in support of inspection control; monitor and obtain information from computerized database; input various types of data in support of building inspections function.
- Maintain files and reports regarding inspection activities.
- Conduct research for recommendation of modifications to building codes, policies, and procedures as appropriate.
- Regular and reliable attendance
- Other duties as assigned.

#### SKILLS, KNOWLEDGE & ABILITIES

- Skill in organizing daily inspections and other duties.
- Skill in detecting code violations in required building construction.
- Skill in relating to City staff, elected officials, business and association executives and the general public.
- Skill in handling difficult situations with contractors, inspectors, and citizens.
- Knowledge of operational characteristics, services and activities of building inspections.
- Knowledge of structural engineering concepts, design and engineering mathematics.
- Knowledge of plumbing, mechanical, electrical, building codes.
- Knowledge of safety standards and methods of building construction for commercial, industrial and residential buildings.
- Knowledge of pertinent federal, state, and local laws, codes and regulations as applied to building inspection.
- Knowledge of modern office procedures, practices, methods and equipment.

- Knowledge of inspection laws including management, retention and disclosure information.
- Ability to analyze building plans and existing structures for code compliance.
- Ability to learn codes and ordinances adopted and enforced by the City, including currently adopted Building Codes and Zoning Ordinance.
- Ability to read and interpret complex building plans, specifications and building codes.
- Ability to determine if construction plans conform to the City's adopted code requirements.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to pass a drug test.
- Ability to meet the City's driving standards.

**MINIMUM EDUCATION, CERTIFICATION, AND EXPERIENCE REQUIREMENTS**

- High school diploma or GED required.
- One year of increasingly responsible experience in building inspections and/or plan review.
- Possession of a valid Class C Texas driver's license.
- Possession of Texas State Board of Plumbing Examiners Plumbing Inspector License is preferred.
- Possession International Code Council certification as a Building Inspector is preferred.

**PHYSICAL CAPABILITIES**

Work is performed indoors and outdoors, including field work during inclement weather and extremes. Must be able to lift up to 50 pounds. Some bending, stooping, twisting, and reaching above the shoulder is necessary. Working at heights is sometimes necessary. Must be able to work sitting, standing, and/or moving about for periods of time. Must be able to operate all assigned equipment, including a vehicle.

**ACKNOWLEDGEMENT**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. The City retains the right to change or assign other duties to this position.

The essential functions described here are representative of those that must be met by an employee, with or without reasonable accommodations, to successfully perform the functions of this job. As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Royse City. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations. This job description in no way constitutes a contract or agreement for employment.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date