

HEWITT TEXAS

Job Title: Building Inspector

Department: Building

Location: Community Services

Reports to: Community Development Director

Date: 02/15/2018

Grade: 12	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: Under the general direction of the Community Development Director, the Building Inspector is responsible for performing a wide variety of inspections and implementing codes and ordinances adopted by the City. Inspections include building inspections, construction inspections, and inspections related to the City's zoning ordinances.

Essential Functions: Perform zoning, plumbing, mechanical, electrical, building, public utilities, and street construction inspections. Read blue prints and schematics. Review plans and counsel contractors, property owners, and others related to subdivisions of land, building and zoning codes.

Maintain knowledge of current codes and ordinances by communicating with other inspectors regarding applications and enforcement of requirements in the field. Provide an open atmosphere to contractors and the public. Meet with suppliers and vendors regarding code compliance for new products.

Maintain City buildings by performing evaluations of repairs made/preventive maintenance to include installation and modification on all types of building systems such as HVAC, plumbing, electrical, and building structural systems. Assist with custodial duties as needed.

Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: General knowledge of building inspection techniques. Knowledge of construction and building maintenance principles. Skilled in reading, interpreting, applying, and explaining laws, codes rules, regulations, policies, and procedures. Ability to communicate effectively, and in a professional and courteous manner, with a variety of

individuals and departments. Ability to follow written and oral instructions. Safely operate hand and power tools.

Required Education, Experience, and Qualifications: High school diploma or GED. Six months to one year of additional coursework or technical training beyond high school in a related field. Minimum of three (3) years of related experience in building construction, building inspection, or a related field. Must be able to obtain State Plumbing Inspector License and ICC Building Inspector Certification. Possess a valid Texas driver's license.

Preferred Education, Experience, and Qualifications: State Plumbing Inspector and ICC Building Inspector Certification preferred.

Physical Requirements: Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 25 pounds.

Machines, Tools, and Equipment: Flashlight, level, electrical tester, screwdriver, lead tester kit, tape measure, telephone, printer, computer, and various hand and power tools

Expected Hours of Work: Days and hours of work are Monday through Friday, 8am to 5pm. Occasional evening and weekend work may be required as job duties demand.

Work Conditions/Environmental Factors: Work is typically performed in both standard office and outside environments, with potential exposure to adverse weather conditions. Work is performed in high and precarious places and near moving mechanical parts. Regular exposure to risk of electrical shock, vibration, fumes, and airborne particles.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____