



JOB SPECIFICATION

Code 17210

Grade GS 55

BUILDING INSPECTOR SUPERVISOR

General Purpose

Under general supervision, supervise, coordinate, conduct and evaluate the day to day work activities of the City's Building Inspectors; inspect residential and commercial construction projects to assure conformance with applicable structural, electrical, mechanical, gas and plumbing codes and regulations; investigate complaints regarding health, safety or illegal construction activities.

Typical Duties:

Plan, assign, prioritize, and assist building inspectors to perform inspections of construction projects. Involves: Inform, explain and interpret code requirements for building inspectors, project superintendents, contractors, architects, engineers, and the public. Provide uniform conformance to building codes, standards and regulations. Investigate and respond to complaints regarding illegal construction, safety, or hazardous conditions. Issue stop order, corrective action or citation depending on the situation. Testify in court and before City boards and commissions, as required. Research and review new or proposed codes, regulations and guidelines.

Supervise, coordinate and assist in work performed by building inspectors. Involves: Schedule, assign, guide and check work. Prioritize and coordinate unit activities. Appraise employee performance. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend staffing, merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of the principles, methods and materials of residential and commercial construction projects.
- Application of comprehensive knowledge of national, state and local regulations and professional standards related to residential, commercial or public facilities construction including planning and accessibility.
- Application of good knowledge of administrative and supervisory practices and procedures.
- Application of good knowledge of public relations methods to persuade or mediate issues.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with enforcement, building codes, ordinances and standards.
- Interpretation of building plans, blueprints and diagrams specific to a variety of building codes and regulations.
- Application and use of standard building construction and measurement instruments, computers, email, internet and appropriate software.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.
- Clear, concise oral and written communication to present technical instruction and direction to building inspectors, project superintendents, contractors, architects, and engineers and prepare reports.



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Other Job Characteristics

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during construction and building site inspections.
- Occasional exposure to irate members of the public.
- Regular driving through City traffic.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and two (2) years of building code enforcement or plans examining experience.

Licenses and Certificates: Certification by the International Code Council (ICC) as residential, building, electrical, plumbing or mechanical inspector, and residential combination inspector by time of application. Plumbing Inspector License from Texas State Board of Plumbing Examiners required within six (6) months of appointment. Valid Texas Class "C" Driver's License or equivalent from another state.