



JOB SPECIFICATION

Code 17215

Grade GS 56

BUILDING COMBINATION INSPECTOR SUPERVISOR

General Purpose

Under general supervision, supervise, coordinate and conduct field inspections of new and existing residential and commercial buildings to ensure conformance with applicable structural, electrical, mechanical, gas and plumbing codes.

Typical Duties:

Oversee inspections of structures to ensure prompt and efficient customer service. Involves: reviewing work of inspectors to ensure quality and uniformity of inspections; keeping abreast of changes in codes, regulations and departmental policies and providing such information to contractors, engineers, architects and other inspectors monitoring construction of major projects; investigating and answering complaints; assessing needs and priorities of division; recommending, developing and implementing program improvements.

Perform on-site inspections of residential and commercial construction for compliance with approved plans, specifications and applicable local, state and national codes, regulations and standards governing construction, alteration and repair of buildings. Involves: scheduling initial and follow-up inspections; reviewing plans and specifications in preparation for conducting inspection; investigating complaints to determine existence of illegal or hazardous conditions in new or existing structures; informing property owners and contractors of violations and unacceptable layouts, materials, and equipment; issuing red tags, correction notices, stop work orders and citations as appropriate when construction does not conform to code or approved plans; explaining code and design requirements and restrictions, and construction corrections necessary for compliance; ensuring construction is being performed by licensed contractors under City issued permits.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: testifying in court and before construction boards of appeals; substituting for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of principles, methods and materials of construction.
- Application of national, state and local regulations and recognized professional standards related to residential construction.
- Application of good knowledge of supervisory techniques, and administrative practices and procedures.
- Interpretation of construction plans and code requirements
- Identify deviations from approved plans and defects and hazards in material and work performed.
- Enforce codes with firmness, tact and impartiality.
- Comply with and enforce safe working practices and procedures.
- Clear, concise oral and written communication.



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- Establish and maintain effective working relationships with fellow employees, contractors, property owners, officials and the general public.
- Maintain records and prepare reports.
- Skill in safe operation of: standard building construction and measurement instruments, personal computers and computerized field data collection devices.

Other Job Characteristics

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

Minimum Qualifications:

Education and Experience: A High School diploma or GED plus two (2) years residential or commercial inspection experience (electrical, structural, plumbing and mechanical); or two (2) years of housing inspection experience.

Licenses and Certificates: International Code Council (ICC) certification as a Residential Combination Inspector or ICC certification as a Commercial Building Inspector and two (2) other ICC Commercial certifications at time of application. Plumbing Inspector License from the Texas State Board of Plumbing Examiners required within six (6) months of appointment. ICC certification as a Residential or Commercial Building Inspector, whichever applies within six (6) months of appointment. Valid Texas Class "C" Driver's License or equivalent from another state.