



JOB SPECIFICATION

Code 17290

Grade GS 47

CONSTRUCTION INSPECTOR TRAINEE

General Purpose

Under immediate supervision, attend and complete classroom and field training on the principles and practices of commercial and residential inspections of construction projects in accordance with municipal, state and federal building codes and regulations.

Typical Duties:

Attend and complete classroom and field training in the areas of commercial and residential construction inspection including building, electrical, plumbing, and mechanical inspection. Participate in construction-site inspections, review of plans and specifications, materials and layouts. Involves: informing, explaining and interpreting code requirements for project superintendents, contractors, architects, engineers, homeowners and the public; investigating and responding to complaints regarding illegal construction, safety or hazardous conditions. Assists in the issuing of stop work orders, correction notices or citations as required. Maintains applicable databases, records and files.

Knowledge, Skills, and Abilities

- Application of some knowledge of construction materials, methods and techniques.
- Application of good knowledge of customer service and public practices and procedures.
- Application and use of standard building construction and measurement instruments; and computerized field data collection devices.
- Application of good knowledge of computers, email, internet and appropriate software.
- Ability to learn, interpret, explain and apply knowledge of construction codes.
- Interpretation of plans, blueprints and diagrams specific to a variety of building codes and regulations.
- 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 project foreman, superintendent, contractors, architects, engineers and homeowners, and prepare reports.

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 three (3) years general construction experience.



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Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state. Must attain International Code Council (ICC) certification in one of the following areas within six (6) months from the time of appointment: Residential Building, Residential Electrical, Residential Plumbing or Residential Mechanical Inspector.