
JOB TITLE: BUILDING INSPECTOR
DIVISION: INSPECTIONS
DEPARTMENT: COMMUNITY SERVICES CLASS CODE: _____

EXEMPT: _____ NON-EXEMPT: X EMPLOYEE: _____
FULL TIME: X PART TIME: _____ SUPERVISOR: _____
DIRECTOR: _____
DATE: _____

DESCRIPTION OF WORK

General Definition: The Building Inspector is hereby authorized and directed to enforce the provisions of the International Building Code. The Building Inspector shall have the authority to render interpretations of the codes and to adopt policies and procedures in order to clarify the application of its provisions. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in these codes.

Supervision Received: Work is performed under the administrative direction of the Director of Community Services.

Supervision Exercised: None

Examples of Duties: The Building Inspector shall receive applications, review construction documents, and issue permits for the erection, alteration, demolition and moving of buildings and structures. Inspect the premises for which such permits have been issued and enforce compliance with the provisions of the International Building Code and City of Woodway Zoning and Subdivision Ordinances. Perform plumbing, mechanical, structural and electrical inspections, read blue prints and schematics. Performs other duties as assigned. Interpretation of applicable building codes and City Ordinances with contractors, residents, architects and engineers. Organization and maintenance of plan storage (plats, CIPs, building plans, etc). Ability to write concise reports. Inspection of public improvements when required. Ensures compliance with all State and Federal laws, City codes and Ordinances, as well as TCEQ requirements. Investigate and take appropriate action to resolve citizen complaints. Issue building plan review letters for any designs that do not meet minimum standards set by the City's adopted codes, ordinances, or standards. Interpret, apply, and enforce minimum TCEQ and City of Woodway backflow regulations. Coordinate F.O.G. enforcement with WMARSS representatives. Uphold the minimum standards set by City Ordinance and FEMA regarding development within the SFHA-Floodplain Administration. Implement and enforce storm water regulations and minimize the discharge of pollutants from new development and redevelopment in accordance with TCEQ and Woodway ordinances. Reporting and public education of the City's SWMP to the local and state TCEQ offices. Perform commercial site plan reviews and issue correction comments related to the

Application to Develop in Planned District process. Inspect public improvements that are to be dedicated to the City for maintenance such as utilities and streets. Assist in address assignment for new developments (when new buildings are erected). Development and drafting of City Ordinances that fall within the scope of assigned enforcement when given direction by Council, City Manager, or when required by state law.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of the construction of buildings and structures; knowledge of the International Building Codes, the City Codes and requirements for issuing permits, plumbing, mechanical, structural and electrical codes; knowledge of blue prints and schematics.

Skills: Skills in making simple arithmetic calculations; skill in driving a light truck; skill to effectively communicate in writing; skill to effectively communicate verbally. Skill in operating a personal computer; skill in word processing and computer presentations.

Abilities: Ability to make independent judgments; ability to read and interpret maps; ability to read and interpret construction plans; ability to read and interpret technical reference manuals; ability to establish procedures for budget preparation; ability to communicate effectively with the public; ability to establish and maintain effective working relationship; ability to remain on and respond to on-call situations. Climb, crawl, stoop, kneel, squat, stand, walk and twist for extended periods of time while performing inspections. Work indoors and outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather. Some exposure to chemical, dust, fumes, odor, and toxic waste using proper safety standards and procedures. Read and understand verbal and written job instructions and warning signs, labels, and devices. Lift and carry up to 100 pounds, and pull, push, and drag up to 150 pounds. Search files, assemble information, file and retrieve files. Climb stairs, steep slopes, and navigate wooded areas. Be capable of performing all duties alone, safely, and without assistance due to small office environment and limited personnel staff.

Education: High school graduate or GED; Bachelor's degree or other related fields related to prospective operations.

Experience: A minimum of three (3) years of progressive responsible related experience in building inspection.

Any work-related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver's license and driving history acceptable to the City. Must have or be able to obtain certification as Residential Building Inspector, Residential Electrical Inspector and Plumbing Inspector licensed by the State of Texas within twelve months of hire date.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES,

DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.