

Job Title: **Building Inspector I**

Classification: **Non-Exempt**

Department: Planning



Supervisor: Assistant Planning Director

Effective: 5/7/2021

I. JOB SUMMARY:

To review building plans and inspects building construction to ensure safe and proper design and/or compliance with the design and prevailing building codes, ordinances and approved plans to include, but not limited to all the International Building Codes and National Electrical Code. Code Enforcement efforts of substandard buildings are occasionally required to restore compliance is also expected. This position has no supervisory responsibilities. Individual will perform other duties when needed by supervisor/department head.

II. EDUCATION REQUIREMENTS:

- High school diploma or GED required.
- Three (3) to four (4) years of working knowledge and experience of plumbing, electrical, mechanical, and building processes and procedures.
- Must have some knowledge of building codes and procedures.
- Must have certifications by ICC in plumbing, electrical, and/or the building inspections field.
- A Texas State Inspectors Plumbing License is required.
- Must be able to communicate proficiently in English and Spanish.
- Computer skills required.

III. EMPLOYMENT REQUIREMENTS:

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant's rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a professional appearance.
- Applicant must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.
- Possession of a State of Texas Plumbing Inspector's License or must obtain within one year of employment.
- International Code Certified in Plumbing and Code Enforcement certified.



IV. SKILL ABILITY REQUIREMENTS:

- Ability to interpret and enforce building codes and ordinances on building permit applications and in the field.
- Ability to communicate effectively with the public. The ability to communicate is expected to be verbal, in written form, and via a telephone.
- Ability to follow a firm work schedule as directed by supervisor.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business matter.
- Ability to compute and record numbers correctly.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to establish and maintain effective working relationship with office staff, other departments, elected officials and the general public.
- Ability to perform work that is routine and detailed.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to make sound decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to quickly handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.
- Ability to follow directives insuring confidentiality.

V. EQUIPMENT/MATERIALS: General office and safety equipment/materials to include but not limited to the following:

- City vehicle
- Flashlight
- Cell phone
- Inspection tickets
- Architect's measuring scale
- Policy & procedure handbook
- Hard hat
- Camera (digital & video)
- Pens, pencils, highlighters
- Computers
- Printer/Copier
- Measuring tape
- Safety vest
- Clip board
- Ruler
- Subdivision & city maps
- Code books

VI. ESSENTIAL JOB FUNCTIONS:

- Review building permit applications and accompanying documents, consisting of drawings, computations and additional data.
- Walks through structures during various stages of construction.
- Has constant daily contact by phone and in-person with the general public regarding inspection information.
- Verifies building setbacks at construction sites.
- Conducts multiple types of building inspections.



- Advise contractors and/or other agents of building code requirements or violations in a professional manner.
- Attend occasional Building Board of Adjustments meetings or hearings at the Municipal Court on items relating to substandard structures.
- Become member of the Valley Building Officials Association and attend and actively participate in their meetings.
- Answer questions from citizens, with clear, courteous, and business voice.
- Reporting alleged violations to building code and related ordinances.

VII. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job.

	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Out door weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Explosives	X			
Vibration	X			

VIII. MANUAL DEXTERITY:

Gross and fine hand manipulation is required to carry inspection equipment and to document data obtained during walk through inspection sites.



IX. PHYSICAL DEMAND ANALYSIS:

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	O	Store boxes of building plans and office files, review and finalize compliance plans.
	6-10 lbs	F	
	11-20 lbs	O	
	21-25 lbs	N/A	
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	
CARRYING	Up to 5 lbs	O	Video tape camera and still camera up to 20 feet
	6-10 lbs	O	Video tape camera and still camera up to 20 feet
	11-20 lbs	N/A	
	21-25 lbs	N/A	
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	
PUSHING/PULLING	Up to 5 lbs	O	To open and close fences, gates and cabinet drawers.
	6-10 lbs	N/A	
	11-20 lbs	N/A	
	21-25 lbs	N/A	
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%



NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	F	Access storage facility two steps.
STOOPING (bending at waist)	O	Check for electrical wire violations.
KNEELING (one or both knees)	O	Check for electrical wire violations.
CROUCHING (bending at hips/knees)	O	Check for electrical wire violations.
CRAWLING	N	
REACHING	C	Retrieve code book for violation review and doing inspections.
TWISTING/TURNING (rotation)	F	While driving and inspecting properties.
HANDLING (manipulated objects)	F	Still and video camera.
FINGERING (finger dexterity)	F	Type UBA letters.
STANDING	F	Inspection and repair of irrigation units.
WALKING	C	Up to two miles per day during inspection
GRASPING (whole hand activities)	O	Video camera to film properties.
SITTING	F	Driving to various properties or doing office work.
BALANCING	N	

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I understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Print Name

Signature

Date