



# Job Opportunity

Position Title: Building Official  
Company Name: City of Hutchins  
Job Function: Public Works/Utilities  
Entry Level: No  
Job Type: Full-Time  
Job Duration: Indefinite  
Min Education: H.S. Diploma/Equivalent  
Min Experience: 3-5 Years  
Required Travel: None  
Location(s): Hutchins, Texas, 75141, United States

## Job Description

General Summary: To review and inspect all buildings and construction for conformance with city ordinances, state and federal statutes, existing codes and other regulations. Reviews and inspects public health complaints or issues, interacts with various regulatory and governmental agencies concerning standards, regulatory compliance, and requirements. Travels to job sites to inspect work in accordance with building codes and property maintenance standards.

## Essential Duties and Responsibilities:

- Functions as primary information resource for City Administrator and City Council regarding codes and compliance.
- Conducts plans and specification review for compliance with adopted codes; approves or rejects plans accordingly, and calculates permitting fees.
- Inspects existing and new construction at various stages, as well as other permitted construction for compliance with codes, ordinances, standard engineering practices, and related regulatory practices.
- Advises builders, owners, and contractors on building and structural problems, and requirements for bringing about compliance.

## Job Requirements

- High School Diploma or GED.
- Requires plumbing, electrical, mechanical, and backflow licenses.
- 5 years of related experience, or an equivalent combination of education, training, and experience.

## How to apply for this job

There are two steps to apply for this job.

1. Complete the Online Application and submit it or come into City Hall and pick up an application, fill it out and return it to City Hall
2. Send your resume to [tlewis@cityofhutchins.org](mailto:tlewis@cityofhutchins.org)