JOB OVERVIEW

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<th>Building Inspector</th>
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<td>$63,274 - $91,728</td>
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GENERAL JOB DESCRIPTION

Under general direction of the Building Official, coordinates and performs inspections for new and existing residential buildings/structures and commercial buildings/structures to ensure compliance with applicable codes and ordinances. Duties also include complaint investigation, assisting/responding to inquiries from the public, contractors, and city staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Performs inspections of residential and commercial buildings/structures to ensure compliance with all structural, mechanical, electronical, plumbing codes, and city ordinances.

Enforces all provisions of the City Building Code concerning the mode or manner of construction and materials to be used in the erection, addition to, repair, etc. of all buildings and structures.

Assists permit applicants in modification of plans required to achieve conformance to zoning and construction codes.

Investigates complaints of adopted codes and ordinances.

Assists in the review and inspection of construction and/or remodeling of existing and proposed city facilities.

Performs inspections and/or various reports.

May assist or fill in for Permit Technician as needed.
Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

High School Diploma or GED

Three (3) or more years of experience in general building, contracting, municipal inspections or residential and commercial buildings/structures (i.e., building, mechanical, electrical, plumbing, etc.) or any equivalent combination of education and experience.

*An equivalent combination of education and experience sufficient to successfully perform the essential functions of the job will be considered when hiring for this role.*

**LICENSES & CERTIFICATES**

Possession of a valid driver’s license.

A plumbing inspector’s license issued by the Texas State Board of Plumbing Examiners or the ability to obtain within one year of employment.

Any ICC certification is highly desired.

**KNOWLEDGE, SKILLS & ABILITIES**

Knowledge and ability to correctly execute processes and procedures.

Skill in communicating orally and in writing.

Knowledge and ability to prepare reports.

Ability to provide excellent customer service.

Knowledge and ability to proactively plan and organize daily tasks and projects.

Knowledge of pertinent local, state, and national codes and ordinances.

Knowledge of proper construction methods in building, structural, mechanical, plumbing, and electrical work.

Knowledge and ability to interpret adopted building codes and overseeing its enforcement.

Knowledge and ability to maintain, update, and ensure the accuracy of inspection records, project documentation and project files (both electronic and in paper form).

Knowledge and ability to deal tactfully and effectively with building contractors, workers, and the public regardless of their age, gender, race, ethnicity, religion, or job type.

Knowledge and ability to communicate clearly and concisely with builders, contractors, owners, and the public via phone, e-mail, or in person.

Skill in use of personal computer (including Microsoft Office or similar work processing program), e-mail, and the internet.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.