



<b>DATE</b>	August 2023
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Chief Building Inspector  
 DEPARTMENT/DIVISION: Building Inspection  
 REPORTS TO: Inspection Services Coordinator

**SUMMARY:** Responsible for providing technical expertise in conducting complex inspections and lead work in support of the City’s one-stop shop philosophy in building and zoning. Duties include: perform inspections on various construction projects as needed, oversee all commercial and residential project management, exercise technical and functional supervision over the Senior Building Inspector and other inspection staff, develop and implement policies and procedures and provide training for inspection staff. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Prioritizes and assigns workload to Building Inspectors and/or Senior Building Inspector to facilitate the efficient use of time and resources. Communicates special instructions to inspectors regarding project contracts or conditions.
- Supervises management of commercial and residential projects by all inspection staff and records progression of new commercial projects and transfers to Certificate of Occupancy listings.
- Coordinates safety meetings with both in-house and jobsite training from departmental staff.
- Interprets and enforces all applicable codes and ordinances relating to construction.
- Develop, communicate and monitor policies, procedures and standards for the department; recommending improvement when necessary.
- Performs a variety of administrative activities in support of departmental operations, which may include: review and resolve long standing open permits, follow up and monitoring of open code enforcement cases and initiate enforcement proceedings to provide legal resolution of violations.
- Receives and responds to concerns and/or complaints from contractors, engineers, and other interested parties.
- Performs project management activities for a variety of construction-related projects, which includes: coordinating pre-construction meetings with contractors and sub-contractors; following projects throughout construction to ensure compliance with applicable steps; recommending the issuance of certificates of occupancy; and/or, performing other related activities.
- Maintains records of professional certifications and/or licenses and keeps them current through Continuing Education.
- Perform SWPPP inspections at job sites to verify compliance.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Supervisory responsibility over Building Inspectors and/or Senior Building Inspector.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of building inspection techniques;
- Knowledge of construction and building maintenance principles;
- Knowledge of construction materials testing procedures;
- Skilled in prioritizing and assigning work to lower level staff;
- Skilled in scheduling and coordinating meetings and other related group processes;
- Skilled in managing projects;
- Skilled in providing customer service;
- Skilled in conducting field building inspections;
- Skilled in mediating hostile situations;
- Skilled in performing mathematical calculations;
- Skilled in maintaining records;
- Skilled in reading and interpreting construction plans, drawings, specifications, and special provisions;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in reading, interpreting, applying, and explaining laws, codes, rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in maintaining sensitive and confidential information;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Four years experience as a Building Inspector.
- Four years experience as a journey-level tradesman OR equivalent experience in the construction and/or inspection field.
- Two years lead or supervisory experience.
- Texas State Plumbing Inspector and ICC Combination Inspector Certification.
- Requires a valid State of Texas Driver's License.
- Additional certifications are required depending on types of inspections performed.

**PREFERENCES:**

- Associates or Bachelor's degree in Business Administration, Architecture, Engineering, Construction Management or other related field.

**WORKING CONDITIONS:**

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in both standard office and outside environments, with potential exposure to adverse weather conditions.

- Work is performed in high and precarious places and near moving mechanical parts.
- Regular exposure to risk of electrical shock, vibration, fumes, and airborne particles.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.