



## **JOB POSTING # 18-054**

# **BUILDING INSPECTOR**

PLANNING DEPARTMENT

**HOURLY RATE: \$ 17.32 - \$ 18.92**

*OPEN UNTIL FILLED - 1<sup>st</sup> review of applications starting May 14th, 2018*

Ensure compliance with applicable codes and ordinances including but not limited to residential construction, commercial construction and operation. Inspector conducts on-site inspections of locations in process of construction, alternation, repair and/or in use.

### **Organizational Relationships**

1. Reports to: Building Official
2. Directs: N/A
3. Other: Works closely with all City departments/divisions and the public.

### **Essential Duties**

1. Reviews building plans, specification and performs on-site inspections to verify compliance with City ordinances including but not limited to quality of materials and methods of construction (Example: footings, foundations, excavations, wood framing, concrete and steel work, masonry, electrical/mechanical installation, zoning requirements, sign regulations, etc.).
2. Retrieves computerized permit information, verifies legal data including owners, tax records, and other data needed to determine eligibility and fees for permits.
3. Utilizes computer and data entry software to maintain and track inspection records and results.
4. Communicates (verbally and in writing) deficiencies located during inspections and informs owners/contractors of changes required for compliance.
5. Answers technical code questions and furnishes information to the public (citizens, property owners, builders, developers, architects and engineers) regarding the requirements of City ordinances including but not limited to building, zoning and sign ordinances.
6. Coordinates with City staff including Engineering, Fire, Health, Public Works and franchise utilities to ensure permit, code, and ordinance compliance.
7. Inspects previously occupied buildings and spaces for code compliance, approve inspected areas for certificates of occupancy (C of O) or finals
8. Inspects existing residential and commercial structures for change of use, occupancy or compliance with applicable codes and ordinances.
9. Testify in court or in a public hearing as necessary
10. Suggests maintenance and updates of codes/ordinance to the Building Official.
11. Oversee responsibility and maintenance of assigned vehicle.
12. Adheres to departmental, personnel and safety policies/procedures.
13. Performs other duties as assigned.

### **Training, Experience, and/or Other Requirements:**

Requires extensive working knowledge of residential and commercial building construction, electrical, heating/air conditioning and plumbing systems. Working knowledge of pertinent construction codes/ordinances, proper inspection methods and legal procedures involving enforcement of City codes/ordinances. Proficient skills with computer applications. Experience in interpreting plans and specifications. Ability to maintain confidentiality. Ability to read, write and communicate effectively in person or by telephone with the public in the English language. Ability to establish and maintain an effective working relationship and to communicate with department personnel, other City employees and the public.

**Minimum Qualifications:** Three (3) years of responsible related experience in building construction field. Each International Code Council (ICC) certification equals 1 year of exp. **Preference:** Associate's degree in related field, ICC Building Inspector, bilingual in English/Spanish.

### **Employee Behavior and Conduct**

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

All positions require the following: 1) Valid driver's license 2) satisfactory driving record and 3) proof of eligibility to legally work in the U.S. The successful candidate must pass a pre-employment drug screen and background investigation. Applications available [www.cityofkingsville.com](http://www.cityofkingsville.com) or send resume and cover letter to [hradmin@cityofkingsville.com](mailto:hradmin@cityofkingsville.com) For additional information contact Human Resources at 361-595-8017. EOE