



## **JOB POSTING # 19-059**

# **BUILDING OFFICIAL**

PLANNING DEPARTMENT

**SALARY - \$47,230 - \$67,267**

**Position Open Until Filled**

Conducts inspections, oversees all construction to include commercial, residential and institutional. Verifies conformance with existing City of Kingsville ordinances, codes, and regulations by reviewing, approving and enforcing ordinances, codes and regulations in the building process. Examines plans and specifications.

### **Essential Duties:**

Inspects buildings through all phases of construction, alteration, or repair for compliance with building and zoning code requirements and conformity with approved plans. Checks plans and specifications for new and existing buildings; coordinates with other departments prior to issuing building permits. Conducts project meetings to ensure inspection and provide code interpretation. Furnishes information to public and contractors regarding violations and may assist contractors/owners in determining how to best achieve conformance. Conducts inspections, investigates complaints and looks for permit, code and ordinance violations and determines appropriate actions. Issues verbal/written orders for the correction of defects in materials, workmanship, and other violations. Files complaints with courts for code, licensing and permit violations and provides testimony. Attends and addresses board, committee and commission meetings as required. Performs other duties as assigned.

### **Training and Experience**

Knowledge of computer software programs for use in permitting environment. Thorough knowledge of codes, laws and pertinent ordinance and regulations pertaining to the area of building and development. Precise, thorough, exacting, and meticulous in performing inspections and records preparation. 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 make presentations in professional setting. Ability to establish and maintain an effective working relationship and to communicate with department personnel, other City employees and the public.

**Minimum Qualifications:** 7yrs of responsible related experience as building inspector, 3yrs of progressively responsible supervisory experience, 5yrs of commercial, residential and/or institutional plan review. ***Acceptable Equivalency:*** 10yrs experience in building construction field at a supervisor or project manager level. Each International Code Council (ICC) certification equals 1yr of exp. ***Preference:*** Associate degree in related field, ICC Building Inspector, ICC Building Code Official, bilingual in English/Spanish.

### **Other Requirements – Certifications (initial testing fees paid by City)**

***Acquire ICC Building Inspector certification within 6 months of hire.***

***Certified Building Inspector must acquire ICC Building Code Official certification within 12 months of hire.***

### **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) High School diploma or equivalent, 2) Valid driver's license 3) satisfactory driving record and 4) proof of eligibility to legally work in the U.S. The successful applicant is required to pass a pre-employment physical examination, drug screen and background investigation.

For additional information contact City of Kingsville-Human Resources, 400 W. King Avenue, Kingsville, Texas 78363. Phone 361-595-8017 E-mail [hadmin@cityofkingsville.com](mailto:hadmin@cityofkingsville.com) EOE