

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Building Official

Department: Building Inspections

Pay Grade: 117

FLSA Status: Exempt

JOB SUMMARY

The Building Official enforces and ensures compliance with building codes and ordinances pertaining to electrical, plumbing, mechanical, gas, energy, fire, and building construction codes for the City. An incumbent in this position also conducts inspections, issues stop work orders as needed, and serves as the Chief Code Enforcement Officer.

ESSENTIAL JOB FUNCTIONS

- Consults with engineers, architects, builders, etc. to discuss plans and compliance with various codes.
- Reviews plans and specifications for compliance with codes and City ordinances.
- Makes on-site inspections to ensure compliance with City, state, and applicable adopted codes including building, electrical, plumbing, mechanical, gas, energy, and fire codes.
- Inspects sites to enforce ordinances concerning weeds, unsightly conditions, junk and abandoned vehicles, fences, and nuisances.
- Makes outside inspections to ensure signs comply with City ordinances; removes signs in order to enforce ordinances.
- Handles complaints regarding various codes, either on the phone, in meetings, or during on-site inspections.
- Performs inspections for condemnation procedures of buildings.
- Drives to and from inspections, re-inspections, and random checking for ordinance violations.
- Enforces ordinances; issues stop work orders as needed.
- Coordinates fire plan review, permitting, and inspections by third party contractor for the City.
- Reviews and issues City General Contractors' licenses; verifies state issued licenses.
- Sends letters concerning code violations, stop work orders, and memorandums of understanding.
- Maintains records concerning inspections, permits, licenses, certificates, etc.
- Prepares agendas for the Construction Board of Appeals and the Electrical Board of Appeals.
- Prepares documentation for litigation concerning code violations; appears in court as needed.
- Issues certificates of occupancy; and issues releases in order to connect utilities.
- Issues and approves building, electrical, plumbing, mechanical, and gas permits and licenses prior to construction.
- Conducts research at courthouse and tax office.
- Educates general public on ordinances and related building codes.

- Maintains records and files
- Reviews and makes recommendations concerning ordinances for building, electrical, plumbing, gas, and fire codes.
- Attends required meetings during the day or evenings.
- Submits monthly and annual reports of department activities.
- Prepares budget materials; approves invoices for payment from third party contractors; and manages expenditures.
- Assists with monthly and annual reports.
- Supervises and reviews work of assigned personnel.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires High School diploma or equivalent, five (5) years of work experience as a Code Enforcement Officer, Building Inspector, or related work, or an equivalent combination of education and experience; Bachelor's degree in related field preferred.

Licenses or Certifications:

- Plumbing Inspector's License and Code Enforcement License by Texas Department of Licensing and Regulation required.
- Certifications to inspect electrical, plumbing, mechanical, gas, and building construction issued from International Code Council (ICC).
- Building Plans Review certification from International Code Council (ICC) preferred or able to obtain within one year of employment.

Special Requirements:

- Possess and maintain a valid Texas driver's license and a good driving record.
- Ability to maintain regular, reliable in-person attendance.

Knowledge, Skills and Abilities:

- Knowledge of City code enforcement.
- Knowledge of electrical, plumbing, HVAC, gas, and building construction.
- Knowledge of supervisory principles.
- Skill in performing math computations and using formulas and other criteria in determining acceptable compliance factors.
- Skill in using Microsoft Office, especially Excel and Word.
- Skill in writing clear and concise messages and writing reports/correspondence.
- Skill in providing good customer service.
- Ability to read and interpret construction plans and other documents.
- Ability to interpret code and apply to specific situations.
- Ability to analyze and resolve situations.
- Ability to assign and evaluate work of others.
- Ability to communicate, both verbally and in writing.
- Ability to interpret construction drawings and blueprints.
- Ability to make decisions based on code requirements.

- Ability to deal with irate citizens and contractors in an acceptable manner.
- Ability to manage time in an efficient manner.

PHYSICAL DEMANDS

The work is medium work. The employee is frequently required to apply 30 pounds of force to move objects. The employee is occasionally required to exert up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

C	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
O	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
O	• Crawling: Moving about on hands, knees, or hands and feet.
O	• Crouching: Bending the body downward and forward by bending leg and spine.
F	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
F	• Grasping: Applying pressure to object with fingers or palm.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
C	• Hearing 2: Receiving detailed information; making discrimination in sound.
F	• Kneeling: Bending legs at knee to come to a rest on knee or knees.
O	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
F	• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
C	• Mental Acuity: Making rational decisions through sound logic and deductive processes.
O	• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
O	• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
O	• Reaching: Extending hand(s) and arm(s) in any direction.
C	• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
C	• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
O	• Standing: Being erect particularly for sustained periods of time.
O	• Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles.
C	• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
O	• Talking 2: Shouting to be heard above ambient noise.
C	• Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading

	extensively.
C	• Visual Acuity 2: Verifying color, depth perception, or field of vision.
C	• Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.
C	• Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.
F	• Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.
F	• Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

WORK ENVIRONMENT

Work is performed inside as well as outside during all types of weather; in extreme temperatures and in attics where during mechanical inspections, mechanical room temperature can be above 100 degrees in heater units and 20 degrees below 0 in freezer units; with exposure to electrical sprays, asbestos, carbon monoxide, Freon, dust, fiberglass, paint, methane, and gas; on scaffolding; with exposure to electrical hazards from high voltage and hot wire; around high noise levels such as when around heavy equipment, compressors, mechanical rooms, and saws; with exposure to eye hazards such as around welding; near grass, weeds, and poison ivy; and, at times requiring the wearing of protective gear such as steel-toed boots, hard hat, gloves, eye protection, ear protection, and cold weather gear.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date