

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.

SENIOR INSPECTOR/ASST. BUILDING OFFICIAL

Department: Building Inspections

Pay Grade: 115, 114, or 113

FLSA Status: Non-Exempt

JOB SUMMARY

The Senior Inspector Position/Assistant Building Official inspects plumbing, mechanical, electrical, and building systems for residential, and commercial projects for the City. It also performs code enforcement activities and testifies in court for the City.

ESSENTIAL JOB FUNCTIONS

- Inspects electrical, plumbing, mechanical, and building systems for residential, and commercial construction projects to ensure compliance with adopted codes.
- Ensures safety rules are followed during construction at sites.
- Prepares related paper work for inspections.
- Drives throughout the City inspecting and determining if there are code violations.
- Prepares bid contracts with the City for demolition and lot mowing; advertises for bids; and meets with prospective entities to answer questions about bids.
- Appears in court regarding complaints filed on code violations; prepares documentation associated with those violations.
- Meets with citizens and contractors regarding inspections, code enforcement, and permits.
- Reviews construction plans and appears before appeal boards.
- Works with other agencies to keep on top of the latest code changes and/or amendments.
- Assists with historical preservation issues.
- Assists with annual budget as needed
- Reports problems and discusses with supervisor.
- Assists the City's Building Official with plan review as needed.
- Attends meetings as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience

- Graduation from an accredited high school or equivalent plus four (4) years of experience in plumbing, mechanical, electrical, or building inspections, or an equivalent combination of education and experience

Licenses or Certifications:

- Certification as Code Enforcement Officer required (or obtains within one (1) year of hire).
- Maintain continuing education credits as required by certifications while employed in this position.
- Inspectors License issued by the Texas State Board of Plumbing Examiners or ability to obtain within 18 months of hire.
- Certification by the International Code Council (ICC) for assigned areas of inspections or as deemed appropriate by the Building Official such as mechanical, electrical, and building systems.

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, mechanical and building construction.
- Skill in performing math computations and using formulas and other criteria in determining acceptable compliance factors.
- Skill in using Microsoft Office, especially Excel, Outlook, 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 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):

F	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
O	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
R	• Crawling: Moving about on hands, knees, or hands and feet.
O	• Crouching: Bending the body downward and forward by bending leg and spine.
O	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
R	• Grasping: Applying pressure to object with fingers or palm.

C	<ul style="list-style-type: none"> 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.
O	<ul style="list-style-type: none"> Hearing 2: Receiving detailed information; making discrimination in sound.
O	<ul style="list-style-type: none"> Kneeling: Bending legs at knee to come to a rest on knee or knees.
O	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
F	<ul style="list-style-type: none"> Mental Acuity: Making rational decisions through sound logic and deductive processes.
R	<ul style="list-style-type: none"> Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
R	<ul style="list-style-type: none"> Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
O	<ul style="list-style-type: none"> Reaching: Extending hand(s) and arm(s) in any direction.
R	<ul style="list-style-type: none"> Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
F	<ul style="list-style-type: none"> 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.
F	<ul style="list-style-type: none"> Standing: Being erect particularly for sustained periods of time.
R	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.
C	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.
F	<ul style="list-style-type: none"> Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.
F	<ul style="list-style-type: none"> 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 most of the time in a construction environment with exposure to equipment and machinery that could result in bodily harm to others; with exposure to extreme heat and cold, dusty conditions, and electrical-plumbing-HVAC-gas hazards; and, at times, requiring the wearing of protective equipment as necessary.

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

