



CITY OF JERSEY VILLAGE, TEXAS

16327 Jersey Drive



Jersey Village, Texas 77040

JOB POSTING **Building Inspector**

POSITION: Combination Building Inspector **DATE POSTED:** 09/11/2017
DEPARTMENT: Public Works **FLSA STATUS:** Non-Exempt, Full-time

JOB SUMMARY: Under the general direction of the Building Official, perform a variety of building and development inspection duties at various stages of construction, alterations and repairs. Carry out all responsibilities in accordance with clearly established departmental policies & procedures, City codes and ordinances and state and federal regulations. Ensure that residential, industrial and commercial construction projects are in compliance. Read and interpret construction drawings, specifications, Special Inspection reports and Engineer's Letters. Provide assistance to the public with the adopted codes, standards and ordinances – including technical standards and zoning. Also interfaces extensively with other external customers: builders, engineers, architects, developers and sub-contractors. Frequently interfaces with internal customers: City management and other City employees. May interface with semi-internal customers, such as: City contractors (including Engineers and Attorneys), Legislators (council members), Board of Adjustment members, Building Board of Adjustment and Appeals members and Planning and Zoning Commission members. The ability to effectively communicate, both verbally and in writing -- and often technical information and to varying audiences – are key skills. Receives broad assignments and instructions and refers to supervisor for policy clarification. Ability to operate assigned City vehicles in accordance with safe and effective practices. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Ability to prioritize.
- Ability to adapt to a rapidly changing environment.
- Inspect residential and commercial new construction, new construction associated with remodels and additions, demolitions, new swimming pools, new flatwork and new irrigation systems to verify compliance with applicable city codes and ordinances – as well as “against” the approved set of construction documents.
- Perform land use development inspections as related to building setbacks, off-street parking, landscaping, signage and screening devices.
- Maintain record of work performed, number and type of requested inspections and site visits.
- Compile and complete all records and reports associated with building inspections.
- Proficiency with the following codes: The 2012 / 2015 International Residential Code, 2012 / 2015 International Building Code, 2012 / 2015 International Existing Building Code, 2015 International Energy Conservation Code, 2012 / 2015 International Fuel Gas Code, 2012 / 2015 International Mechanical Code, 2012 / 2015 International Plumbing Code and the 2012 / 2015 International Swimming Pool and Spa Code; the 2011 & 2014 National Electrical Code / NFPA 70 and applicable state and local codes, ordinances, standards and strictures – including TSBPE and TDLR rules and bylaws. Develop a working knowledge of: other NFPA codes, where (and if) applicable; zoning ordinances; applicable TCEQ and EPA rules and laws, as well as the City's Municipal Separate Storm Sewer System (MS4) requirements; “accessibility” (2012 TAS and ICC A-117.1)

criteria; the city's "Higher Standards" for development – particularly in the regulatory floodplain – and in relation to the NFIP's requirements; applicable OSHA requirements. Though not requisite, some understanding of any applicable Texas Health and Human Services Commission regulations will be expected via "learning on the job", as well as Harris County Public Health and Environmental Services regulations regarding food safety (the entity the City contracts with for enforcement) and Texas Food Establishment Rules (TFERs).

- Ability to consult manufacturers' specifications and product listings in regards to proper installation and use of proprietary products, assemblies and equipment.
- Work with contractors, developers and the general public to help gain compliance and answer questions.
- Interact with the public and maintain open and timely communication to ensure positive public relations.
- Assist in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Ability to recognize which mode of communication best for any given situation. Maintain records and document their resolution.
- Assist in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Maintain records and document their resolution.
- Ability to utilize and interpret the NFIP's FIRM.
- Assist in the application of zoning and general land use.
- Respond to damaged building call outs from Fire and / or Police Department(s); investigate buildings damaged by fire or other causes to determine correctional or safety measures to be taken and/or whether to permit their continued use.
- Practice self-initiative:
 - Perform file management activities as needed.
 - Routinely verify that any given projects' open inspection phases are resolved in the database (even though it is the contractors and sub-contractors that should initiate).
 - Routinely monitor for illicit construction activity.
 - Routinely monitor job sites for SWP3 / MS4 compliance.
- Assist the Code Enforcement officer as assigned by the Building Official.
- Assist the Permit Clerk as assigned by the Building Official. Issue permits as necessary.
- Assist the Engineering Technician as assigned by the Building Official.
- Assist other "internal customers."
- Assist with the review of residential and commercial project plans, depending on experience and as directed by the Building Official.
- Essential functions listed above are not all encompassing: may be required to perform other duties as assigned by the Building Official and / or the Director of Public Works.

PHYSICAL REQUIREMENTS: Ability to sit, stand, kneel, squat, and transport self from building to building and/or construction sites and operate a motor vehicle through city traffic. Employee will be exposed to seasonal temperatures.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE: High school diploma or the equivalent, plus at least 6 months of related accounting clerical experience. Must possess a valid Texas Drivers License.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS: High School Diploma or equivalent, minimum two (2) years experience as an inspector or five (5) years in the construction field or a related field; Licensed State Plumbing Inspector (TSBPE) preferred; Certified Combination Residential and Commercial Building Inspector and / or Certified in Residential (IRC) Mechanical,

Electrical, Plumbing and Building / Structural and Certification in Commercial Building (IBC), Mechanical (IMC), Electrical (NEC) and Plumbing (IPC) preferred. May consider an applicant that can obtain the above licenses or certifications within the following time-frame: TSBPE Inspector license within one (1) year. Certified Combination Residential and or Certified in Residential (IRC) Mechanical, Electrical, Plumbing and Building / Structural within one (1) year. Certified Combination Commercial Building Inspector and / or Certification in Commercial Building (IBC), Mechanical (IMC), Electrical (NEC) and Plumbing (IPC) within two (2) years. Must possess a valid Texas driver's license.

APPLICATION DEADLINE: Open until filled. E-mail applications to hr@ci.jersey-village.tx.us or fax to (713) 466-2171. Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040, (713) 466-2142. Application available at www.jerseyvillage.info

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