



Assistant Building Inspector

The Assistant Building Inspector is under direct supervision of the Building Official ensuring compliance with the City codes, ordinances, state and federal regulations, and shall carry out all responsibilities in accordance with clearly established departmental policies and procedures

Reports to:

Building Official

Salary:

\$40,034 - \$54,163

Exempt:

Yes

Essential Functions:

- Review residential and commercial plans for compliance with City ordinances, codes, and state and federal requirements; compile written reports of plan reviews.
- Conduct on-site inspections, as required by codes and ordinances; file written reports of each inspection.
- Review construction plans/permit applications to determine ordinance/code applicability
- Perform field inspections on projects to verify compliance with ordinances/code.
- Advise contractors, architects, engineers, designers and citizens regarding ordinances.
- Prepare and issue building, electrical, plumbing mechanical and other permits
- Inspect for compliance and enforce the City's Zoning Ordinance, Sign Ordinance, and codes; while communicating effectively in writing with property owners.
- Prepare reports for Building Official and other City management/City Council as requested.
- Performs other duties as assigned.

Qualification Requirements:

- Ability to communicate, both orally and in writing, technically complex information to City Staff, City Council, vendors, and the general public.
- Knowledge of office administration practices, procedures and personnel management.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the general public.
- Demonstrate excellent public relations and customer service skills.
- Convey a positive professional image by action, communication and appearance.
- Advanced interpersonal skill to handle sensitive and confidential situations and documentation.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.

- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Make independent judgments that have highly significant impacts on the organization.
- Manage emergency situations and use good judgment in determining proper response.
- Communicate effectively, present ideas and concepts with clarity, and prepare and make effective oral and written presentations
- Meet deadlines and perform multiple tasks under pressure.
- Proficiently use computers and Microsoft Office.
- Exhibit regular, reliable and punctual attendance which is an essential function of this job.
- May need to attend City Council and other meetings as directed by the Building Official.
- Basic mathematical skills.
- Safety standards applicable to maintenance tasks performed in the department.
- Basic knowledge and familiarity in automotive/mechanical repair.
- Ability to operate tools and equipment.
- Identify and dispose of obsolete inventory according to municipal controls for disposal.
- Irrigation maintenance and repair preferred.
- Contribute to team effort by performing other duties as assigned.

Education/Experience Required:

- High School diploma/GED required.
- Five (5) years of experience in Building Inspections preferably in a municipal setting or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.
- Experience in reviewing architectural, electrical, or plumbing/mechanical plans used in building construction.

Other Requirements:

- Valid Texas Class C Driver License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.
- Bilingual preferred.
- Previous knowledge and experience with My Permit Now software preferred.

Preferred Certification:

- First Aid and CPR/AED
- Texas State Licensed Plumbing Inspector

Supervisory Responsibilities:

No

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, temperature swings and inclement weather. Subject to sunburn, and other sun exposure reactions.

- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise and risk of electric shock. May be exposed to falls from elevated areas.
- Exposure to herbicides, pesticides and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergency situations, some weekends, holidays and some after hours. Attendance usually required at City Council meetings, most which occur after hours.
- Work requires travel to purchase supplies or parts; or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including week-ends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to drive a vehicle to oversee projects, perform inspections, respond to after- hour calls, and other functions as needed. Must be able to sit, stand and walk for extended periods of time while working in office or on maintenance or repair projects.
- Must be able to use step-stools or ladders and use such to store and retrieve items of various sizes, shapes and forms.
- Lift and/or carry up to 80 pounds, and pull, push or drag up to 150 pounds of files, equipment and/or other materials.
- Must possess general manual dexterity to operate computer, equipment, tools, controls or other objects; reach with hands or arms.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.
- Must be able to hear clearly when working around equipment and traffic.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer

Employee Name: _____ Date: _____

HR Coordinator: _____ Date: _____