



EMPLOYMENT NOTICE

The City of Manor is seeking a qualified candidate for the position of Building Inspector.

The 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

Essential Functions:

NOTE: Regular attendance is considered an Essential Function of this position.

- 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.

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 weekends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs.

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.
- Texas State Licensed Plumbing Inspector or be able to obtain license within six (6) months of employment.

Other Requirements:

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

Department: Development Services

Location: Manor, Texas

Job Status: Full-Time

FSLA Classification: Non- exempt

Hourly Rate: \$28.65- \$33.32

Schedule: Monday – Friday, 8:00 AM – 5:00 PM

Job Close Date: Open until filled

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

Please send your City of Manor employment application to: jobs@cityofmanortx.gov

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