

## CITY OF SHENANDOAH, TEXAS – Job Description

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June 2017

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### **Identification**

<b>Position Title:</b>	Assistant Building Official
<b>Department:</b>	Capital Projects and Infrastructure
<b>Supervises:</b>	None
<b>Immediate Supervisor:</b>	Director of Capital Projects and Infrastructure
<b>FLSA:</b>	Non-Exempt
<b>Pay Grade:</b>	BO-1

### **Job Summary:**

The purpose of this position is to preserve safe building conditions by ensuring the quality and integrity of residential and commercial buildings. This is accomplished by inspecting buildings and enforcing the City's building, plumbing, mechanical and national electrical code standards, regulations, and ordinances. Other duties may include examining plans and specifications, preparing reports, providing information and assistance to contractors, builders and citizens, resolving concerns and interfacing with other City employees and citizens, and assisting on capital projects as necessary. This position does not provide direction to other employees.

Enforcement of City's building codes, plumbing codes, mechanical codes, and national electrical codes. Attendance is an essential function of this position. The City reserves the right to require an employee to work overtime. As a City employee you are required to provide services or perform duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, this employee may be required to remain to perform needed services.

### **Principle Duties & Responsibilities:**

- Conduct visual and hands on inspections of residential and commercial construction projects for compliance with building, plumbing, mechanical, energy conservation, and electrical code compliance; inspect residential and commercial projects for compliance with City zoning ordinances; and review project plans for code and ordinance compliance. Attendance is essential during business and potentially non-business hours. The position entails substantial amount of interaction among the general public thus the ideal candidate shall perform excellent customer service skills in any situation representing the City.
- Inspect existing residential and commercial property for compliance and code and zoning violations, conduct follow-up visits to ensure code and zoning compliance, and inspect building sites for compliance with tree preservation ordinances.
- Interpret codes and ordinances within established guidelines; provide information to, answer questions from and respond to complaints from citizens, contractors, developers and designers regarding building permits and code issues and advise on compliance.
- Maintain current knowledge of codes and ordinances, conduct research on new or revised codes and ordinances, and research specific code issues or questions.
- Maintain records of inspections, follow-up inspections, and consultations with contractors. Review inspection reports for compliance where special inspections are required.

- Schedule and retrieve all daily inspections, perform surveys of other cities' inspection practices and procedures, and answer questions regarding drainage issues and codes.
- Inspect miscellaneous construction projects before permits are issued.
- Review plans for compliance with codes, ordinances and approved plans; consult, advise and verify information with appropriate personnel from the City Engineer, Fire Marshal, various other City departments, County, home owner associations, and utility districts, regarding residential and commercial project development.
- Follow appropriate safety and security precautions to safeguard all City assets (human, environmental, and financial).
- Verify proper licensing and registration for plumbers, electricians and mechanics in conformance with state and local regulations; correspond with appropriate licensing boards to maintain current information on licensing and registration for trades associated with residential projects. Inventory and file plans and blueprints. Testify in court as needed. Attend professional meetings, board meetings and professional training as needed.
- Conduct periodic contractor meetings.
- Assists in code enforcement duties including property maintenance and public nuisances inspections.
- The City reserves the right to require an employee to work overtime. As a City employee you are required to provide services or perform duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. During an evacuation, this employee may be required to remain to perform needed services.
- Perform other duties when assigned.

**Required Knowledge, Skills and Abilities:**

- Ability to work with little or no supervision
- Ability to make independent judgments within the limits of policies, standards, and precedents
- Ability to establish and maintain effective working relationships with peers, supervisors, and the general public
- Ability to communicate effectively both verbally and in writing
- Ability to complete multiple tasks and prioritize work load as necessary
- Analyze complex problems and develop positive courses of action in accomplishing diversified duties
- Ability to read, comprehend and interpret literature, books, reviews, scientific or technical journals, abstracts, legal documents, blueprints, plans, specifications, maps, diagrams, easements, municipal codes and ordinances, federal and state regulation regarding building standards and other forms of construction design
- Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement
- Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech
- Ability to make inspections on a variety of public, commercial, industrial and residential buildings for code compliance providing ethical and quality assurance in representing the City
- Ability to maintain effective working relationships with a range of individuals from varying professions and educational backgrounds, as well as City administrative officials and staff
- Knowledge of Texas Local Government Code, City of Shenandoah Code of Ordinances, and departmental policies and procedures (must acquire within 3 months of employment)
- Knowledge of the geography of the city
- Knowledge of personal computers, word processing, and spreadsheet software applications

**Machines, Tools, Equipment, and Work Aides:**

Equipment used are a vehicle, screwdriver, flashlight, level, tape measure, ladder, telephone, printer, tablet, computer and related software. Ear plugs, safety glasses, work boots, and gloves are required as safety conditions warrant.

**Education, Certification, and Experience Required:**

- High school graduate or GED
- Valid Texas Class C Driver's license with an acceptable driving record.
- Associate's Degree with major course work in Civil Engineering, Architecture, Building Construction, or related field, and/or five years in any combination of experience and training that would likely provide the required knowledge and abilities is preferred. A typical way to obtain the knowledge and abilities through experience would be: Five years relevant inspection experience in the building trades industry, which could include plumbing, mechanical, electrical, or municipal/state building inspections or a combination of trade and inspection experience.
- ICC certifications for Residential and Commercial Inspector required. Additional certifications are preferred. These preferred certifications include: Building Plans Examiner, Electrical Inspector, Energy Conservation (International Energy Conservation Code), and Mechanical Inspector or ability to obtain within 18 months of employment.
- Texas State Plumbing Inspector's License required. MED GAS certification preferred or ability to obtain within 24 months
- Any work related experience resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the specified education and experience requirements

**Physical and Environmental Conditions:**

Duties are generally performed within the city limits, in both indoor and outdoor settings. The physical demands and work environment is representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. The employee must have normal vision, hearing and understandable articulation. The employee must occasionally lift and/or move objects weighing up to one hundred (100) pounds. The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extreme hot and cold temperatures. The noise level of the work environment ranges from generally quiet to moderately loud.

**Special Requirements:**

Possession of an appropriate State of Texas issued driver's license (Texas Class C Driver's license).

*This job description is not an employment agreement or contract. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. Due to major duty changes, technology and service demands and other events, the City of Shenandoah has the exclusive right to alter this job description at any time. In the event your job description changes you will be notified and provided a copy for your signature.*

**Signature/Approval:**

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*Employee*

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*Date*

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*Department Director/Supervisor*

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*Date*