

Combination Inspector

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Company: City of Arlington

Location: United States

Category: other-general

JOB SUMMARY

Under general supervision performs commercial and residential inspection activities including building, energy, mechanical, electrical, plumbing and zoning to ensure compliance with applicable City building codes and zoning regulations. Incumbent is subject to fume/odor, dust/mites, chemical, mechanical, electrical, radiation, toxic wastes and explosive hazards.

ESSENTIAL JOB FUNCTIONS:

Conduct visual and hands on inspections of commercial and residential construction projects for compliance with building, energy, plumbing, mechanical, electrical and zoning ordinances.

Interpret codes and ordinances within established guidelines; provide information to and answer questions from citizens, contractors and developers regarding building permits.

Maintain current knowledge of 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 inspectors are required.

OTHER JOB FUNCTIONS:

Follow appropriate safety and security precautions to safeguard all City assets (human,

environmental and financial).

Issue citations for violations of established codes and ordinances and present legal testimony regarding violations of ordinances as needed.

Verify proper licensing for certain trade workers as required by state or local regulations.

Attend professional meetings, board meetings and professional training as needed.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities Required:

Knowledge of local and state codes and ordinances.

Knowledge of proper construction methods in building, plumbing, mechanical and electrical work.

Knowledge of construction practices and terms as they relate to commercial projects.

Knowledge of modern office procedures, methods, and computer equipment and software programs.

Knowledge of English usage, spelling, grammar and punctuation.

Knowledge of public contact and telephone etiquette.

Knowledge of basic principles and procedures of record keeping.

Skill in operating a variety of office equipment including, but not limited to, a personal computer, facsimile, calculator and copier.

Ability to prepare a variety of correspondence, forms, reports and other documents.

Ability to read and interpret building construction plans and specifications.

Ability to make decisions in accordance with established procedures and to work independently and effectively with limited supervision.

Ability to work from high elevations.

Ability to receive detailed information through oral communication and make fine

discriminations in sound.

Qualifying Education and Experience:

High school diploma plus three (3) years related experience in the commercial construction industry. Prefer one (1) year college or vocational school.

Possession of a valid Texas Operator's License, Class C.

Possession of or ability to obtain within nine (9) months of employment (as a condition of continued employment),

A Plumbing Inspector's License issued by the Texas State Plumbing Board of Plumbing Examiners.

Possession of or ability to obtain within six (6) months of employment (as a condition of continued employment), an Energy Inspector Certification issued by the International Code Council (ICC).

Pre-employment screenings:

Criminal background check

Drug and alcohol test

Motor vehicle record review.

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