

CITY OF THE COLONY Status: Non-exempt Supervised By: Chief Building Inspector	BUILDING INSPECTOR	ENGINEERING DEPARTMENT Revised: 04-2014
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JOB SUMMARY
Provides the highest level of customer service at all times. Provides respectful, courteous, and customer friendly Building Inspections services to all residents, property owners, and the building community.

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Provides information on building, mechanical, electrical, and plumbing codes to contractors, builders, and the general public. 2. Assists in the process of networking with companion cities regarding building construction information, representing The Colony with honesty and integrity. 3. Assists Community Image Officers and related departments with complaints. 4. Assists on special projects at the request of the Chief Building Official, Plans Examiner or Engineering Services Director. 5. Assists in the distribution on inspection requests and complaints. 6. Conducts on-site inspections to ensure that existing and new residential and commercial construction is in compliance with adopted City codes and ordinances, to include building, mechanical, electrical and plumbing codes and applicable zoning regulations. 7. Provides proactive enforcement of City codes and ordinances; ability to resolve code violations relating to project work. 8. Performs Certificate of Occupancy inspections on commercial property. 9. Investigates complaints, and issues court citations for violations when necessary. 10. Attends court cases where violations have been filed. 11. Will be responsible for filing complaints with State Agencies, as applicable. 12. Communicate with contractors; reviews, reads and interprets building construction plans and building construction codes and ordinances, efficiently and effectively. 13. Keeps supervisor informed of relevant information. 14. Begins and seeks out work without supervision. 15. Ability to operate a light utility vehicle. 16. May be required to lift up to 30 pounds, climb ladders, bend, stoop, and crawl during inspections which may occur in various weather conditions. 17. Communicates effectively and courteously with the public and private sectors orally, over the telephone, by e-mail, and in writing. 18. Responsible for performing other job-related duties, as required. 19. Must be willing to work after hours and on weekends, as necessary, to perform necessary inspections for Emergency projects.

KNOWLEDGE, SKILLS, AND ABILITIES
Computer skills, to include a working knowledge of MS Office. Prefer a working knowledge of TrakIt software system.

EDUCATION, EXPERIENCE AND CERTIFICATION
High School Diploma or GED required. Must hold a current Texas Drivers' License, Class "C" with an acceptable driving record. Knowledge of building, mechanical, electrical and plumbing codes is necessary to perform the functions of this position. Must have a current State of Texas Plumbing Inspector's License. Preference will be given to candidates that hold one or more ICC certifications in a building code discipline.

CERTIFICATION	
Employee Signature:	Date Signed:
Immediate Supervisor and/or Department Head:	Date Signed: