

# Building Official

## Description

Under the general direction of the City Secretary, performs a variety of tasks associated with advanced building inspection and plans examining work. This is advanced technical building inspection and preliminary plans examining work in enforcing building codes, regulations, and ordinances for both residential and commercial construction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** -*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Inspects foundation, concrete, steel, masonry, wood construction, framing, plastering, electrical, plumbing, lawn irrigation, HVAC, and gas turn on installations and a large variety of other complex and routine building system elements for both residential and commercial construction during various stages of construction and remodeling; enforces compliance with applicable codes, ordinances, and regulations; recommends modifications and adjustments, as necessary.
- Inspects previously occupied buildings, spaces, or suites for code compliance; approves inspected areas for certificates of occupancy.
- Inspects existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes and ordinances.
- Climbs ladders to make visual inspections during progress of building and site construction, or repair, to ensure compliance with laws and regulations and safe construction installations and
- Confers with architects, contractors, builders, and the general public; explains and interprets requirements and restrictions of adopted codes.
- Receives calls and answer questions about permits and code requirements; directs inquiries as necessary relating to residential and commercial.
- Retrieves permit information; verifies legal data including owners, tax records, and other data needed to issue permits using various computer software applications.
- Reviews plans for initial determination of compliance with City code requirements; examines plans and designs.
- Testifies in court as needed.
- Investigates and resolves public complaints; determines compliance with City codes and ordinances; reports and recommends appropriate actions to the City Secretary.
- Performs other tasks and duties as assigned or required related to the position and activities of the job.

## Requirements

### Education, Training and Experience Guidelines:

Work requires possession of a high school diploma or GED, and at least five (5) years of responsible construction and/or building inspection experience including experience working with residential and commercial buildings; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

### Knowledge of:

- Knowledge of all applicable building and construction codes including Standard Codes, National Electrical Code, Housing Code, Unsafe Building Abatement Code, NFPA and ANSI standards.
- Knowledge of ordinances relating to building and construction.
- Knowledge of complex principles and techniques of building inspection, principles of structural design and engineering mathematics, residential and commercial construction, and materials and methods of construction.
- Knowledge of safety standards and methods of building construction for commercial, industrial, and residential buildings, as well as pertinent Federal, State, and local laws, codes, and regulations.
- Knowledge of City services, departmental operations, and organization.

**Skill in:**

- Skill in the operation of modern office equipment, computer software programs, practices, and procedures.
- Skill in analyzing building plans for existing and new structures for code compliance and using specialized technical equipment as assigned.

**Ability to:**

- Ability to understand written instructions, construction codes, ordinances, technical manuals, blueprints, and construction.
- Ability to interpret, implement, explain, and enforce codes.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to maintain records and prepare reports in accordance with prescribed policies and procedures.
- Ability to establish and maintain effective working relationships with contractors, architects, engineers, city officials, and employees.

**LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS**

- Valid State of Texas Driver's License required.
- Possess or be able to obtain State Plumbing Inspector License within probationary time period.
- Should possess at least one of the following International Code Council residential inspector certifications and have the ability to obtain others in the following areas: building inspector; electrical inspector; mechanical inspector; plumbing inspector; and energy inspector.
- Minimum of two (2) ICC Inspector's certifications or the ability to obtain such certifications within one (1) year of employment.

**Job Information**

- **Job ID:**
  - **Location:** Surfside Beach, Texas, United States
  - **Position Title:** Building Inspector
  - **Company Name:** The Village of Surfside Beach
  - **Job Function:** Code Enforcement
  - **Job Type:** Full-Time
  - **Salary:** \$19.00 -\$25.00
  - **Required Travel:** 0-10%
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