

**CITY OF GONZALES
POSITION DESCRIPTION**

TITLE: Building Inspector
DEPARTMENT: Community Development

JOB CODE: Full-Time
FLSA: Non-exempt

SUMMARY: This is an administrative position responsible for enforcing the city's building codes by ensuring that residential and commercial construction complies with applicable codes and ordinances. Handles complaints of substandard housing and property. Has daily contact with the public and contractors requiring tact and courtesy. Is responsible for the preparation of reports. Makes decisions requiring mature judgment. Will also manage special projects as assigned by the Building Official. This position directly reports to the Building Official.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Assume responsibility for the activities of the Building Inspection Department and City of Gonzales Code of Ordinances including administering, interpreting and enforcing adopted building codes, ordinances and regulations.
- Stay abreast of new and amended state and federal codes and ordinances. Issue citations and testify in Court as necessary for Building Inspection and City of Gonzales Code of Ordinances.
- Stay abreast of new trends and innovations in the field of building inspection and environmental code inspection.
- Any other duties assigned.

Required Knowledge and Skills:

- Knowledge of dispute resolution techniques
- Knowledge of comprehensive municipal operations
- Capable of interacting with all social groups
- Computer literate with related equipment, hardware and software
- Professional document preparation
- Effective oral and written communication skills

Required Education, Experience and Certificates:

- High School Diploma or equivalent
- Valid Texas Driver's License
- Plumbing Inspector-Texas State Board of Plumbing Examiners
- Texas Department of License Registration-Journeyman Electrical License (minimum) or ICC –E-1
- International Code Council-(ICC) - Residential Building Inspector (B-1), Commercial Building Inspector (B-2),

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting and outside environment
- May be subject to repetitive motion such as typing and vision to monitor
- May be subject to bending, reaching, kneeling and lifting (up to 50 lbs.)
- May be subject to dangerous machinery, exposure to extreme weather conditions, potential for physical harm, hazardous chemicals and infectious diseases

Equipment and Tools Utilized:

- Standard Office Equipment
- Equipment utilized may include City vehicles, machinery, construction and maintenance related tools and equipment.