



City of Irving Job Description

Chief Building Inspector

FLSA Status:	EXEMPT	Job Department:	Inspections
Job Code:	05361	Reports To (Job Title):	Assistant Building Official - Operations

PURPOSE

Lead the building inspections section in support of the city Strategic Plan's "Speed-to-Market" and "Safety in the Built Environment" actions by: enforcing building codes and other ordinances; overseeing staff member work; performing inspections; and interpreting codes for the public and city staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Supervise assigned staff members including: monitoring and evaluating work; participating in interviewing and hiring decision; and sustaining the division's speed-to-market cycle time for inspections on or before the requested day.
- Inspect building construction, installation, maintenance, and materials for conformance with codes including after-hour calls.
- Respond to inquiries, open record requests, and complaints about code related concerns.
- Conduct training classes to ensure accurate, consistent, and fair code enforcement.
- Communicate technical information to technically and/or linguistically challenged customers in person and on the telephone.
- Study code and ordinance changes, attend educational seminars and confer with other inspectors to stay current with construction trends and inspection procedural innovations.
- Oversee maintenance of accurate written records of inspections made and complaints investigated.
- Provide expert testimony at court proceedings.
- Represent the division at internal and external meetings.

OTHER DUTIES AND RESPONSIBILITIES

- None

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 2 employees.

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 50 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to an Associate's degree from an accredited college or university with major course work in a closely related field.

EXPERIENCE

- At least five (5) years of related experience, including one (1) year of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license
- International Building Code Certification
- International Residential Code Certification
- International Energy Conservation Code Certification

KNOWLEDGE OF

- Field Inspections: Techniques and principles involved in plan review of precision technical plans, blueprints, drawings, and models. Perform field inspections to assure compliance with said codes.
- Codes: In depth comprehension of the international building, residential, and energy codes, local, state and federal laws regarding construction and permitting, and procedures for bringing and keeping properties into compliance with City applicable property codes.
- Creative Problem Solving: Within the parameters of code and ordinance requirements, how to seek alternative solutions. This includes instructing and explaining to customers how to achieve their desired end result.
- Customer Service: principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations, open records, data recovery, and plan retrieval.

SKILLS AND ABILITIES IN

- Training: Training staff so they will be up to date with the current codes and ordinances, and confirming interpretations are aligned accordingly, develop policies and procedures to be competitive with other cities in ease of obtaining permits through new software and in timeliness of review times.
- Technical Comprehension: Reading and interpreting blueprints documents, specifications, and details; further, maintaining organization and prioritization of projects.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Composure under Duress: Remaining composed and making sound decisions during stressful or sensitive circumstances.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Architects, Contractors, Engineers, International Code Council, Irving's Building and Standards Commission, Las Colinas Association, North Texas Council of Governments, Other cities, Property owners, Texas Alcoholic Beverage Commission, Texas Board of Architectural Examiners, Texas Board of Professional Engineers, Texas Dept of Licensing and Regulation, US Post Office

EQUIPMENT AND PROPERTY

2- way radio, Automobile, Blackberry, City wide computers and software, Copier, Fax machine, Phone system, Printers, Digital camera

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen and see. Frequently, s/he is required to balance, carry, climb, grasp, handle, feel, drive a vehicle, reach, sit, stand, talk, stoop, and/or walk. S/he occasionally is required to lift up to 10 pounds. In rare instances, s/he must kneel, crawl, pull, push, and/or run.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee constantly is exposed to a confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high precarious work places, improper illumination, moving mechanical parts toxic or caustic materials and stress. On rare occasions, s/he may be exposed to violence. The noise level in the work environment usually is moderate. This job requires the employee to make decisions directly affecting the safety of others.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.