



## City of Irving Job Description

### Chief Multi-Trade Inspector

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Inspections
<b>Job Code:</b>	05211	<b>Reports To (Job Title):</b>	Assistant Building Official - Operations

---

#### PURPOSE

Lead *either* the plumbing and mechanical inspections section, the electrical inspections section, or the building inspections section in support of the city Strategic Plan's "Speed-to-Market" and "Safety in the Built Environment" actions by: enforcing 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 installations, maintenance, and materials for conformance with codes including after-hour calls.
- Based on assignment, serve as the City of Irving subject matter expert for *either* plumbing and mechanical codes, electrical codes, or building codes, as well as related state laws, while serving as a resource in all aforementioned subject areas; Act as an advisor to the Building Official in these areas.
- *As assigned*, serve as the liaison with Atmos gas utility related to customer gas service connections and code issues *or* as the liaison with Oncor electric utility related to customer electric service connections and code issues.
- 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 reported.

## **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 2-5 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**

- Five (5) years of related experience, with at least one (1) year of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- State of Texas Master Plumbers License.
- State of Texas Plumbing Inspector License.
- Appropriate valid Texas driver's license.
- International Plumbing Code Certification.
- International Mechanical Code Certification.
- International Fuel Gas Code Certification.
- International Residential Code Certification.
- International Energy Conservation Code Certification.
- *If Assigned to Building Section:* International Building Code Certification.
- *If Assigned to Electrical Section:* State of Texas Master Electrician License and National Electrical 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, seek alternative solutions. Instruct and explain to customers how to achieve their desired end result.
- **Record Keeping:** Principles and practices for collection and recording of information for use in report presentations, open records, data recovery, and plan retrieval.
- **Customer Service:** Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

## **SKILLS AND ABILITIES IN**

- **Training:** Training staff so they will be up to date with the current codes and ordinances.
- **Operations Analysis:** Confirming interpretations are aligned accordingly, and developing 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.
- **Organizational Strategies:** Tracking, multiple variables by sorting, grouping, and calendaring.
- **Prioritization:** Selecting, from multiple options, activities to achieve a goal, particularly with respect to 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 and Oral Expression:** Communicating information and ideas in writing, as well as through speech, so others will understand, including completing reports according to pre-set formats.
- **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, and 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. Occasionally, s/he 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 the employee 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.