

EMPLOYMENT NOTICE

Notice is hereby given that the City of Mercedes is currently accepting applications for a **Building Inspector** in the Planning/Inspection Department.

Applications may be found on the City's website at cityofmercedes.com or at the City Secretary's office, 400 S. Ohio, Mercedes, Texas. Applications will be taken until the position is filled.

The City of Mercedes is an equal opportunity employer.

City of Mercedes

Building Inspector

Approved By: City Manager
Approved Date:

Department: Planning
Division: Inspections
Reports To: Chief Building Official
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

The Building Inspector is responsible for the enforcement of the City, State, and National Codes and Ordinances pertaining to building construction, electrical, mechanical and plumbing systems. The following are the Building Inspector's duties, but is not an all inclusive list:

- a. Performs field inspections of work in progress or completed under approved building permits and plans for conformance with the City Approved International Building Codes and Municipal Ordinances;
- b. Issues notices of violations for non-conformance and re-inspects when deficiencies are corrected;
- c. Consults with architects, engineers, contractors and homeowners;
- d. Investigates complaints regarding alleged code violations, determines the validity of the claims and suggests remedial action;
- e. Review and interpret plans, blueprints, site layouts, specifications, and construction methods to ensure compliance to Code requirements and safety regulations;
- f. Inspect buildings, wiring, plumbing, electrical circuits, sewers, heating systems, and foundations during and after construction for structural quality, general safety and conformance to specifications and codes;
- g. Issue violation notices and stop-work orders, conferring with owners, violators, and authorities to explain regulations and recommend rectifications;
- h. Approve and sign plans that meet required specifications;
- i. Retains certification through mandatory continuing education programs;
- j. Prepares cases for legal action and appears in court against violators of Building and Minimum Code Regulations;
- k. Makes final inspection after building has been completed to insure conformance to approved plans;
- l. Inspects and tests electrical and plumbing systems to insure protection against inferior materials, faulty workmanship or deviation from approved plans; and
- m. Performs other duties as assigned.

CHARACTERISTICS OF THE CLASS

The Building Inspector is under the direct supervision of the Chief Building Official. Incumbent is responsible for inspecting all phases of building construction, plumbing, mechanical and electrical systems to insure conformity with applicable City Codes and Ordinances. Incumbent works independently on field inspections making decisions requiring the use of technical judgment and reasonable discretion.

City of Mercedes

Building Inspector

EXAMPLES OF WORK PERFORMED

- a. Examines building, electrical, mechanical and plumbing plans and specifications for code compliance;
- b. Issues permits for new construction and alterations;
- c. Checks foundation walls, partitions and roof after a new building is framed, and in case nonconformity with the Codes, stop construction until all items are corrected;
- d. Work with the general public reviewing building plans for compliance with City's Zoning Ordinances;
- e. Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects;
- f. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards;
- g. Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person;
- h. Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form;
- i. Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data;
- j. Inspects sites for practicability of plans on new construction and checks condition of soil before footings are poured; k. Performs a wide variety of inspections and assignments;
- l. Perform other work as assigned.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Graduation from High School. Must have a Plumbing Inspector's License issued by the Texas State Plumbing Board of Plumbing Examiner or must be able to obtain it within one year of employment unless otherwise determined. The building inspector must have knowledge of air conditioning/heating, electrical, plumbing and building construction or any equivalent combination of training and experience that provides the required knowledge, skills and abilities. A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge - Knowledge of building construction methods and materials. Knowledge of building and land use codes in force. Knowledge of the general practice and materials of the building trades. Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models. Knowledge of principles and processes for providing friendly customer service. Knowledge of the structure and content of the English language. Knowledge of computer software: Microsoft Office, Microsoft Excel, Word Perfect, and Microsoft Power Point. Skilled usage of the Spanish language is strongly recommended, but not required.