



City of Wilmer
Serving Our Community
Job Description

Job Title: Building Official	Date Created: 2/2019
Department: Community Development	Date Revised:
Reports to: Director of Community Development	FLSA: Exempt
Grade: 12	

Summary of Duties: Under general supervision, the Building Official is responsible for conducting on-site field inspections to ensure that new construction and existing properties are in compliance with applicable codes.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts field inspections of new and ongoing construction to ensure compliance with all applicable building codes.
- Conducts inspections to determine if existing properties are being maintained in compliance with applicable codes.
- Responds to requests for code interpretation and application from contractors and property owners.
- Maintains record of completed inspections; enters inspection results into computer system.
- Reviews plans and specifications, on-site, to ensure construction is in accordance with City-approved plans.
- Establishes procedures.
- Provides support to supervisors.
- Completes plan reviews on an as needed basis to check for code deficiencies and local zoning requirements.
- Prepares and reviews reports.
- Attends various classes and seminars as required.
- Performs other duties as assigned.

Typical Decisions: The incumbent determines if residential construction and existing properties are in compliance with applicable building codes and ordinances.

Minimum Qualifications:

Knowledge of:

- All aspects of community development and their relationship to building inspection.
- Uniform Building Code and other applicable state and federal codes.
- Principles, practices and methods associated with developing building standards, plan check and building inspection.
- Engineering principles, concepts and procedures as applied to building inspection.
- Construction methods and materials.
- Budget preparation and administration.

Skill in: Communicating effectively both verbally and in writing; maintaining records and files; providing training to assigned staff.

Education: High school diploma or GED equivalent.

Experience: Five (5) years of experience completing inspections of construction projects.

Licenses and Certifications: Texas Class C driver's license. ICC Residential and Commercial Building Inspector certification. ICC Residential Energy Inspector certification.

Physical Demands and Working Conditions: Must possess mobility to work in and around City and private buildings, facilities, and construction sites, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to operate varied tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, and reach when completing field inspections. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 30 pounds.

Employees work in and around various buildings, facilities, and construction sites and are exposed to loud noise levels, cold and hot temperatures, heights, mechanical and electrical hazards, dust and hazardous physical substances and fumes.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation.