

JOB TITLE: City Inspector
DEPARTMENT: Code Enforcement
DEPT. NO.: 1200
SUPERVISOR: Community Development Dir.
FULL TIME: XXX
PART TIME:

APPROVED BY CITY COMMISSION
Date: April 18, 1995
SALARIED:
HOURLY: XXX
EXEMPT:
NON-EXEMPT: XXX

JOB SUMMARY: Responsible for the enforcement and compliance of City codes in the areas of building, structural, electrical, **mechanical**, and plumbing systems. Examine plans to insure building and zoning codes are being met. Field inspections, confers with contractors, engineers, architects and the public.

ESSENTIAL JOB FUNCTIONS: Insures compliance with City codes and regulations, reviews construction/building plans for City compliance, assisting in issuing permits, interprets codes/regulations for public.

OTHER JOB FUNCTIONS: Ability to establish and maintain effective working relationships with general public, City officials, City departments, contractors; also issue citations for weedy lots and other related work as required.

WORKING CONDITIONS AND PHYSICAL DEMANDS: Inside and outside work required, climbing ladders, some work in bad weather conditions, vast amount of stooping, bending, reaching, and driving. Ability to work in low/cramped areas where crawling is called for

REQUIRED EDUCATIONS, DEGREES, CERTIFICATES, AND/OR LICENSES: High school graduate or GED, **master plumbers' license**, valid Texas driver's license; licenses or certificates as may be necessary to conduct building inspections.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS: Sufficient technical knowledge to conduct inspections or building construction, plumbing, electrical, framing foundation, heating and air conditioning systems. Must have skill/knowledge of building trades, read detail plans and blue prints to determine compliance. Knowledge/ability to learn city building codes and zoning requirements. Detect potential fire hazards upon inspection.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

Employee (print name): _____ **Sign:** _____

Date