

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Combination Inspector		
<b>Job Code:</b>	TC5040	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	509	<b>Date Reviewed:</b>	06/14/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs a variety of routine and minor technical building inspections to enforce compliance with applicable codes, regulations and ordinances including the adopted Building, Electrical, Plumbing, Mechanical, Energy, Existing Building, Sign Codes and city zoning codes. Provides information and assistance to developers, contractors and the general public. Resolves issues relating to building code compliance and performs a variety of technical tasks in assigned area of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
2. Inspects industrial, commercial and residential buildings during various stages of construction and minor interior remodeling to ensure compliance with applicable codes, ordinances and regulations. Performs routine inspections of accessory buildings, fences/walls, water heaters and pools.
3. Inspects existing buildings and premises for simple change of use or occupancy, proper use of construction materials, or compliance with applicable codes and ordinances.
4. Inspects foundation, structural concrete, steel, masonry, wood construction, framing, plumbing, heating and electrical installations and a variety of other routine building and sign system elements.
5. Inspects location of new structures and checks distances between buildings in relation to neighboring structures to ensure compliance with zoning ordinance.
6. Enforces compliance with codes and ordinances including the adopted International Code Conference (ICC) Building, Electrical, Plumbing, Mechanical, Energy, Existing Building and Sign Codes and city zoning code. Issues notices for non-compliance and documents actions. Maintains files and reports for possible legal actions.
7. Responds to complaints of defective workmanship or improper installation; inspects and determines appropriate remedial action to be taken.

8. Confers with architects, contractors, builders and the general public in the field and office; explains and interprets code requirements and restrictions.
9. Enters inspection details and related information into computer system; updates and retrieves information as required.
10. Attends and participates in meetings. Stays abreast of new trends and innovations in the field of building inspections.
11. Performs related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Building related codes and ordinances, including the ICC adopted building, electrical, plumbing, mechanical, energy, existing building, sign and zoning codes.
  - Principles and techniques of building inspection.
  - Principles of structural framing, finish work, roofing, concrete work and other basic elements of building construction.
  - Major types of building construction, materials and methods.
  - Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
  - Office equipment including computers and supporting word processing and spreadsheet applications.
  - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Making sound decisions.
  - Using good judgment.
  - Prioritizing work activities.
  - Make observations.
  - Monitor assigned operations and activities.
  - Operating assigned equipment.
- **Ability to:**
  - Perform inspections on buildings including building, electrical, sign, plumbing, mechanical, energy and existing building.
  - Determine and enforce compliance with codes and ordinances, including the adopted.
  - ICC building, electrical, plumbing, mechanical, energy, existing building, sign codes and zoning codes.
  - Interpret and apply pertinent Federal, State and local laws, codes and regulations.
  - Read and interpret building plans, specifications and adopted ICC codes.
  - Determine if construction techniques conform to City code requirements.
  - Apply technical knowledge to assess workmanship and detect deviations from plans, regulations and standard construction practices.

- Make mathematical computations rapidly and accurately.
- Interpret and explain adopted ICC codes and basic engineering terms.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM JOB REQUIREMENTS**

HS Diploma/GED supplemented by specialized training in building construction or a related field and two years of directly related inspection experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Possession of, or ability to obtain, an appropriate International Code Conference (ICC) certification as an International Energy Conservation Code (IECC) commercial or a residential inspector within six months of employment.

### **and**

Possession of, or ability to obtain, a valid State of Texas Plumbing Inspector License is required within one year of employment.

### **and**

Possession of, or ability to obtain, one (1) additional ICC certification and/or State of Texas license in one trade within a year and a half of employment. Please see specific trade areas below.

### **Building:**

ICC certified as a Residential or Commercial Building Inspector

### **Electrical:**

ICC certified as a Residential or Commercial Electrical Inspector

### **or**

State of Texas Journeyman Electrician License

### **or**

State of Texas Master Electrician License

### **or**

State of Texas Master Sign Electrician License

### **Mechanical:**

ICC certified as a Residential or Commercial Mechanical Inspector

### **or**

State of Texas Air Conditioning Contractor's License

### **or**

State of Texas Mechanical Contractor's License

**Plumbing:**

State of Texas Journeyman Plumbing License

**or**

State of Texas Master Plumbing License

**Sign:**

State of Texas Sign Inspectors License

**WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

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

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.