

City of Fort Worth, Texas Job Description

Classification Title	Development Inspection Specialist		
Job Code:	TC5090	Job Family:	Technical/Para-Professional
Pay Grade	510	Date Reviewed:	06/12/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs the most complex inspections in a specific trade area to enforce compliance with applicable codes, regulations and ordinances including the adopted Building, Electrical, Plumbing, Mechanical, Energy, Existing Building and Sign Codes and city zoning codes. Performs technical and complex tasks relative to assigned area of responsibility. Ensures work quality and adherence to established policies and procedures.

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. Inspects industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations. Inspects multifunctional buildings, high-rise structures, hospitals and schools. Serves as lead inspector on large/special construction projects.
2. Enforces building codes, regulations and ordinances including adopted International Code Conference Building, Electrical, Plumbing, Mechanical, Energy, Existing Building, Sign Codes and city zoning codes. Issues notices for non-compliance and documents actions. Maintains files and reports for possible legal actions.
3. Performs technical and complex tasks including consulting with architects, engineers, contractors and citizens to resolve any differences with inspection decisions.
4. Checks distances between new and existing structures to ensure compliance with zoning ordinance.
5. Assists in establishing methods for providing inspection and enforcement services. Reviews needs with appropriate management staff. Identifies and locates resources.
6. Participates in policy and procedure development. Makes recommendations for changes and to improve existing standards and procedures. Serves as code expert and Department representative to appeal boards.
7. Assists in setting operational policy for the field operations division and interprets construction codes.

8. Assists with training program development and implementation for Combination and Sr. Combination Inspectors. Makes recommendations to ensure accuracy and consistency in application of Building Codes and trains field personnel.
9. Performs related duties as required.
10. 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:**

- Operations, services and activities of a comprehensive building inspection code enforcement program.
- Complex principles and techniques of building inspection in assigned area including building, electrical, plumbing, mechanical or sign.
- Rules and regulations of a variety of codes and ordinances including building codes, regulations and ordinances including the adopted ICC Building, Electrical, Plumbing, Mechanical, Energy, Existing Building, Sign Codes and city zoning code.
- 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:**

- Code amendment and interpretation.
- Transfer of code requirements to Construction documents and field applications.
- Making observations.
- Operating equipment.
- Sound decision making.
- Prioritizing work activities.
- Use of specialized testing and inspection equipment.
- Reading Blueprints.
- Customer Service.

- **Ability to:**

- Organize and review the work of subordinate employees.
- Perform technical inspections on structures, determine and enforce compliance with codes and ordinances enforced by the City, including the adopted Building, Electrical, Plumbing, and Mechanical.
- Computer knowledge and the operation of specific computer programs for input of technical requirements and general inspection results.
- Energy, Existing Building and Sign Codes and zoning codes.

- Interpret and apply pertinent Federal, State and local laws, codes and regulations.
- Read and interpret complex building plans, specifications and building 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 building codes and basic engineering terms.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

HS Diploma/GED supplemented by specialized training in building construction or a related field and four years of experience in building inspection and/or construction related field; when assigned to building seven years of experience required.

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 the following certifications or licenses is required at the time of hire depending on trade area assignment. Please see specific trade areas below.

Building:

ICC certified as a commercial building inspector

Electrical:

State of Texas Journeyman Electrician License or State of Texas Master Electrician License.

Mechanical (HVAC):

State of Texas Air Conditioning Contractor's License.

Plumbing:

State of Texas Plumbing Inspection License

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, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.