

# Employment Opportunity: Combination Building Inspector



The City of Ingleside is accepting applications for the position of Combination Building Inspector. The Combination Building Inspector performs a variety of routine and technical building inspections and plan review to enforce compliance with federal, state, and City applicable codes, regulations and ordinances including to adopted Building, Electrical, Plumbing, Mechanical, Energy, Zoning codes and work apparent or assigned.

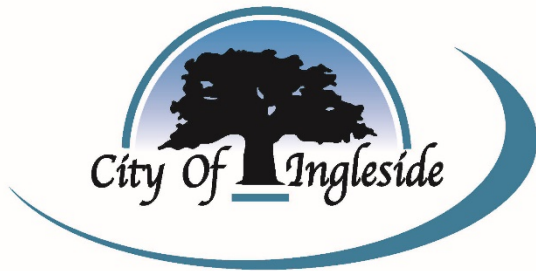
Minimum qualifications require high school diploma or GED equivalent, considerable knowledge in building construction trade and code enforcement. Possess ICC residential or commercial combination inspector, Plumbing inspector license at the time of hire.

Salary is starting at \$27.77 per hour DOE. Application can be submitted to Human Resources, P.O. Drawer 400, Ingleside, Texas 78362, via email at [HumanResources@InglesideTX.gov](mailto:HumanResources@InglesideTX.gov)

Applications are available at Ingleside City Hall, 2671 San Angelo, between the hours of 8:00 AM and 5:00 PM or click [here](#) for application. Please contact Human Resources, at (361) 776-2517 to obtain additional information about this position. A negative pre-employment drug test and pre-employment physical are required as part the City of Ingleside employment process.

The City of Ingleside does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, in employment or the provision of services and encourages anyone interested in this position to apply.

Ingleside desires diversity at all levels of its workforce!



# CITY OF INGLESIDE

## JOB DESCRIPTION

### Combination Building Inspector

**Department:** Development Services  
**FLSA Status:** Non-Exempt  
**Effective Date:**  
**Pay Grade:** 13

#### POSITION SUMMARY

Performs a variety of routine and technical building inspections and plan review to enforce compliance with federal, state, and City applicable codes, regulations and ordinances including to adopted Building, Electrical, Plumbing, Mechanical, Energy, and Zoning codes.

#### 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.*

- Assists with information and responding to inquires from developer, contractors, and the public.
- Resolves issues relating to building code compliance.
- Performs a variety of technical tasks assigned area of responsibility.
- Performs routine and technical building inspections and plan reviews.
- Perform other related duties as required.

#### EDUCATION AND EXPERIENCE REQUIREMENTS

*High school diploma or GED and considerable experience involving building construction trades and code enforcement, or equivalent combination of education and experience.*

**Education** – High School / GED

**Experience** – 5+ yrs. experience as a Building Inspector, City Inspector, or a combination of the two required.

**License or Certificate** – Valid driver's license in the State of Texas.

**Special Requirements** - ICC Residential or Commercial Combination Inspector at time of hire.

TSBPE Plumbing Inspector License at time of hire.

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|----------------------------|---|
| <b>Required Education</b>  | High School / GED   |
| <b>Required Experience</b> | 5+ years as Building Inspector, City Inspector, or a combination of the two required. |
| <b>Combination OK?</b>     | Yes   |

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Extensive knowledge of local building codes and current construction procedures/technology
- Ability to detect poor workmanship, inferior materials and hazards of fire and collapse.
- Ability to read and interpret codes, manufacturer specifications and building site plans and apply code requirements to visual inspections.
- Ability to learn permitting software; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process.
- Ability to present facts and recommendations effectively in oral and written form.
- Must possess the ability to positively interact with the other staff members, the general public, contractors, governmental entities, and other clientele
- Excellent verbal and written communication skills
- Good time management, organization, and attention to detail skills
- Demonstrated ability to exercise initiative and a considerable amount of independent judgment
- Must be able to handle multiple projects in a fast-paced atmosphere
- Strong computer skills including Microsoft Office.

## PHYSICAL DEMANDS

*The physical demands herein 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 these essential job functions.*

- This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force;
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions;
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound;
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities;
- Work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration;
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

|                          |              |
|--------------------------|--------------|
| <b>Weight</b>            | 10 – 50 lbs. |
| <b>Environment</b>       | Moderately   |
| <b>Physical Activity</b> | Noise Varies |

## Personnel and Policy Handbook section 3-C

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are required to complete the FEMA IS-300, and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date