

Building Official (Inspector) – City of Port Aransas, Texas

Job Title: Building Official/Inspector

Department: Building

Reports To: Building Director

FLSA Status: Non-exempt

Prepared By: Building Director

Salary/Grade: 40

Date: 1/26/2024

Approved By: David Parsons, City Manager

Approved Date:

Summary: The City of Port Aransas is seeking a Building Official/Inspector for the Department of Development Services. The Building Official, under the general direction of the Director of Development Services: Performs technical and administrative functions relating to plan review, permitting, and inspection of new and existing structures; Performs field inspection of construction projects to ensure adherence with approved plans, and compliance with municipal, state and international building codes (ICC) and regulations; Monitors specialty inspections performed by third parties; May serve as the City floodplain manager; Coordinates with Code Enforcement and/or the Fire Marshal on various code compliance activities, including the abatement of dangerous or unsafe structures, and may, from time to time, participate in various code enforcement activities; acts as a staff liaison to various City Boards and Commissions, including, but not limited to Planning and Zoning, and Board of Adjustment and Appeals.

Must possess required knowledge skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Essential Duties and Responsibilities include the following:

- Review, check, and approve plans and specifications submitted with applications for building permits.
- Assists developers, contractors, architects, engineers, property owners, and others to ensure compliance with applicable development codes.
- Inspect buildings, signs, and other structures/sites in the process of construction, alteration, or repair to ensure compliance with approved plans, specifications, and requirements of applicable building codes and the City of Port Aransas Code of Ordinances.
- Perform administrative and technical work while directing inspection-related operations.
- Conduct enforcement of, and ensure compliance with, the City of Port Aransas Code of Ordinances, including building codes, the zoning ordinance, subdivision ordinance, and other ordinances as specified.
- Other related duties may be assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies-

- *Customer Service* - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.
- *Interpersonal Skills* – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.
- *Leadership* – Exhibits confidence in self and others; Accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- *Judgment*- Displays willingness to make decisions; Exhibits sound and accurate judgment;
- *Planning/Organizing* – Prioritizes and plans work activities; Uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- *Quantity* – Meets productivity standards; Completes work in timely manner.
- *Adaptability* - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; Takes responsibility for own actions.
- *Initiative* - Volunteers readily; Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an

employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is occasionally exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually quiet.

Minimum Qualifications:

- High School diploma or GED equivalent; Associate degree or coursework in related field preferred, and
- A minimum of three (3) years' experience working in a construction trade or
- A minimum of two (2) years' experience working as a building inspector, or
- Any equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Licenses and Certifications:

- Texas Class "C" driver's license
- Must also possess the State of Texas Plumbing Inspector's License or have the ability to obtain such license within six (6) months after appointment to the position.
- Preferred would be Certification as a Code Enforcement Officer, Certified Building Official, Commercial Building Inspector, Residential Building Inspector, or Building Plans Examiner. The ability and willingness to obtain such license(s) within one (1) year after appointment to the position will be a consideration.
- Certified Flood Plain Manager or ability to obtain within one (1) year after appointment to the position.

Employee: _____

Date: _____