



City of Irving Job Description

Housing Inspector

FLSA Status:	Non-Exempt	Job Department:	Code Enforcement
Job Code:	N682	Reports To (Job Title):	Code Enforcement Supervisor

PURPOSE

Support the city Strategic Plan “to safeguard public safety ” actions by: accurately inspecting a variety of buildings including commercial; residential; multihousing as well as dangerous or substandard structures for compliance with building codes, minimum building and property maintenance standards; spa and pool; and other criminal code and zoning ordinances; assessing annual risk ratings; maintaining detailed records of inspections; and providing information to the public, owners; management companies; tenants; contractors, architects, and engineers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Conduct building and Certificate of Occupancy inspections.
- Respond to questions and complaints from the public, City staff, contractors, and architects regarding code and inspections issues.
- Conduct Annual; Follow Up; Complaint investigation Inspections and enforce all codes applicable to existing residential and commercial buildings.
- Prepare Risk Rating assessments of structures as required by ordinance.
- Maintain accurate written records of inspections made and complaints investigated, including tracking the number and type of inspections.
- Communicate technical information to technically and/or linguistically challenged customers in person and on the telephone.
- Study code and ordinance changes, attend educational seminars and confer with other inspectors to stay current with construction trends and inspection procedural innovations.
- Prepare and present cases about substandard/dangerous structures to the Building and Standards Commission.
- Monitor private third party lab reports related to inspections.
- Represent the City in job site meetings with construction personnel and owners to offer technical advice.
- Research information pertaining to new and unusual building materials to ensure compliance with the City ordinances.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist with retrieval of temporary signs within right of way; other duties as requested by supervisory or management staff.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 5 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade *plus* some related college or vocational training.

EXPERIENCE

- Two (2) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license is required.
- Obtain applicable certification from the following:
 - International Building Code Certification; or,
 - International Residential Code Certification; or,
 - International Energy Conservation Code Certification; or,
 - International Property Maintenance Code Housing Inspector.

KNOWLEDGE OF

- Field Inspections: Techniques and principles involved in plan review of precision technical plans, blueprints, drawings, and models. Perform field inspections to assure compliance with said codes.
- Codes: In depth comprehension of the international building, residential, and energy codes, local, state and federal laws regarding construction and permitting, and procedures for bringing and keeping properties into compliance with City applicable property codes.
- Creative Problem Solving: Within the parameters of code and ordinance requirements, seek alternative solutions. Instruct and explain to customers how to achieve their desired end result.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations, open records, data recovery, and plan retrieval.

SKILLS AND ABILITIES IN

- **Technical Comprehension:** Reading and interpreting blueprints documents, specifications, and details.
- **Organizational Strategies:** Tracking multiple variables by sorting, grouping, and calendaring.
- **Prioritization:** Selecting, from multiple options, activities to achieve a goal.
- **Complex Problem Solving:** Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches.
- **Written and Oral Expression:** Communicating information and ideas in writing, as well as through speech, so others will understand, such as completing reports according to pre-set formats.
- **Composure under Duress:** Remaining composed and making sound decisions during stressful or sensitive circumstances.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

Architects, Contractors, Engineers, International Code Council, Irving's Building and Standards Commission, Las Colinas Association, North Texas Council of Governments, North Texas Chapter of International Code Council, other cities, Property owners, Texas Alcoholic Beverage Commission, Texas Board of Architectural Examiners, Texas Board of Professional Engineers, Texas Dept of Licensing and Regulation, US Post Office, etc.

EQUIPMENT AND PROPERTY

2- way radio, Automobile, cell phone, City wide computers and software, Copier, Fax machine, Phone system, Printers, Digital camera

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.*

The employee constantly is required to listen and see. Frequently, s/he is required to balance, carry, climb, drive a vehicle, lift up to 10 pounds, sit, stand, talk, and/or walk. Occasionally, s/he is required to crawl, kneel, pull, push, smell, and/or stoop. In rare instances, s/he must run. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is frequently exposed to a confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high precarious work places, improper illumination, moving mechanical parts toxic or caustic materials and stress. On rare occasions s/he may be exposed to violence. The noise level in the work environment usually is moderate. This job requires the employee to make decisions directly affecting the safety of others.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.