

City of Fort Worth, Texas Job Description

Classification Title	Senior Combination Inspector		
Job Code:	TC5400	Job Family:	Technical/Para-Professional
Pay Grade	510	Date Reviewed:	08/19/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs the more complex technical inspections of commercial and residential buildings 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. Provides information and customer service to developers, contractors and homeowners, 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. Performs complex inspections on multiple permits on industrial, commercial and residential construction sites to ensure that work performed meets City adopted codes and ordinances.
2. Enforces zoning regulations by inspecting existing buildings and premises for change of use or occupancy, proper use of construction materials, and compliance with applicable codes and ordinances.
3. Inspects foundation, structural concrete, steel, masonry, wood construction, framing, plumbing, mechanical and electrical installations.
4. Inspects location of new structures and checks distances between buildings in relation to neighboring structures to ensure compliance with zoning ordinance.
5. 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 codes; issues notices for non-compliance and document actions; maintains files and reports for possible legal actions.
6. Responds to complaints of defective workmanship or improper installation; inspects and determines appropriate remedial action to be taken.
7. Confers with architects, contractors, builders and the public in the field and office; explains and interprets code requirements and restrictions.

8. Enters inspection details and related information onto computer system; updates and retrieves information as required.
9. Performs customer service by interacting with customers face-to-face, over the telephone or by email.
10. May assist Combination Inspectors with minor compliance issues and construction projects.
11. Performs other 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 adopted ICC building, electrical, plumbing, mechanical, energy, existing building, sign codes and zoning codes.
- Complex principles and techniques of building inspection.
- Advanced 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.
- City and departmental driving policy.

- **Skill in:**

- Conducting technical inspections on structures including building, electrical, sign, plumbing, mechanical and energy.
- Interpreting and enforcing compliance with codes and ordinances.
- Interpreting and applying pertinent Federal, State and local laws, codes and regulations.
- Reading and interpreting building plans, specifications and the adopted ICC codes.
- Determining if construction techniques conform to City code requirements.
- Assessing workmanship and detecting deviations from plans, regulations and standard construction practices.
- Making mathematical computations.
- Interpreting and explaining adopted ICC codes and basic engineering.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Understand and follow oral and written instructions.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Determine if work meets the intent of the adopted code.
- Make observations.
- Read and write.
- Enter inspection results into City systems.
- Perform permit research on the City permitting system.
- Explain codes and inspection results to contractors and the public.
- Monitor assigned activities and operations.
- Operate assigned equipment.
- Prioritize work activities.
- Interact with and listen to others.
- Make sound decisions and use good judgment.
- Physically perform inspections.

MINIMUM JOB REQUIREMENTS

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

OTHER REQUIREMENTS

Possession of a valid Texas driver's license at the time of hire.

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 within one year of employment.

and

Possession of, or ability to obtain, three (3) additional ICC certifications and/or State of Texas licenses in three (3) different trades within two and a half years 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

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, repetitive motions, climbing, balancing, pushing, pulling and lifting.

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.