

FLSA: EXEMPT  
PAY RANGE: 47  
PAY CODE: SALARY  
WC/CODE: 4511

**CITY OF WHARTON**

**BUILDING OFFICIAL**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To investigate and resolve potential violations of municipal and state laws, ordinances, codes and regulations; to inspect residential, commercial, and industrial buildings at various stages of construction, alteration, and repair; to assist in the review of building plans and specifications; and to inspect residential, commercial, and industrial buildings for potential violations of the fire code.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager.

Exercises direct supervision over clerical and code enforcement staff.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**--*Important responsibilities and duties may include, but are not limited to, the following:*

**Essential duties and responsibilities**

- Conduct field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations.
- Inspect foundation, cement, framing, plastering, plumbing, heating, electrical installations, and a large variety of other complex and routine building system elements.
- Perform complex inspection duties in trade specialties such as plumbing, electrical, mechanical and general facilities construction.
- Check stud, joist, rafter spacing and other structural member factors.

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- Examines grade, quality and treatment of lumber, cement, lath, wire and composition to ensure quality materials are used in construction.

Review and approve construction plans of residential and commercial buildings and standard structures submitted for building permits; ensure plans and specifications comply with local and state laws and ordinances; issue building permits.

- Enforce codes related to the condemnation and rehabilitation of sub-standard buildings.
- Confer with architects, contractors, builders and the general public in the field and the office; interpret and explain requirements and restrictions concerning building construction and code enforcement.
- Investigate complaints of violation of local and state laws, ordinances or codes involving non-building issues; respond to and handle complaints concerning weeds, debris, rodent and similar nuisances; maintain records of such inspections; investigate zoning violations; provide information to violators and the general public regarding applicable codes, laws and ordinances.

**Essential duties and responsibilities**

- Produce clear and concise correction notices pursuant to job site field inspections; maintain records and prepare reports.
- Issue notices of violation and notices of abatement; conduct follow-up investigations to ensure compliance with appropriate codes and ordinances.
- Prepare a variety of written reports, memos, and correspondence; document and maintain records of code enforcement activities; compile findings, photographs, and other evidence of non-compliance and prepare case for potential legal actions.

**Other important duties and responsibilities**

- Perform fire safety inspections for compliance with fire code.

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- Testify in court as required.
- Perform other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Building construction methods, procedures and materials including foundations, footings, driveways, and interior construction.

Applicable municipal codes relating to building and minimum housing standards.

Applicable municipal codes relating to heating, air conditioning installations, and electrical systems and appliances.

Accepted safety standards and methods of building construction.

Principles and techniques of building inspection work.

Building permit application process.

City and state codes, ordinance, laws and regulations pertaining to health and safety.

Safe and efficient work practices as such relate to code enforcement activities.

Principles, practices, methods, and techniques of code enforcement, including some familiarity with criminal law and enforcement.

City services and municipal organizational structure as they relate to code enforcement.

Modern office procedures, methods and equipment including computers and related software and equipment.

English usage, spelling, grammar and punctuation.

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**Ability to:**

Principles and procedures of record keeping.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Apply codes and policies regarding zoning, environmental matters and other regulations to field situations.

Read and interpret building plans, specifications, and blueprints and relate them to construction processes.

Detect and locate defects in building construction work, and to ascertain the stages at which these can be most easily remedied.

Advise on standard construction methods and requirements.

Make arithmetical computations rapidly and accurately.

Maintain and update records, logs and reports.

Enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency.

Inspect and identify violations of applicable codes and ordinances.

Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.

Prepare clear and concise reports.

Establish and maintain cooperative working relationships with those contacted in the course of work including city and other government officials, community groups and the general public.

Communicate clearly and concisely, both orally and in writing.

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Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *conducting detailed inspections*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing, or sitting for extended periods of time*
- *crawling, kneeling, stooping, and climbing during inspections*
- *operating assigned equipment.*

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three to four years of experience in the building construction or inspections field which may include work as a journey level plumber, electrician or general building contractor.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized or vocational training in the vocational or building trades, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, Texas Plumbing Inspector License.

Possession of, or ability to obtain, Texas Code Enforcement Officer License.

Possession of, or ability to obtain, a valid driver's license issued by the State of Texas.

**WORKING CONDITIONS**

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**Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions; exposure to electrical energy.

**Physical Conditions:**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicles; crawling, kneeling, stooping, and climbing .