



## Job Description

---

200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* [www.freeport.tx.us](http://www.freeport.tx.us)

**POSITION TITLE:** Building Inspector  
**DEPARTMENT:** Building Permits and Code Enforcement  
**RATE CLASS:** Non-Exempt  
**REPORTS TO:** The Building Official/Floodplain Administrator  
**SHIFT:** 8AM-5PM, M-F (May be changed at the discretion of the City of Freeport)

**EDUCATION:**

- High school diploma or general education degree (GED) is required.
- Two (2) years experience as a building inspector with a Municipal District is preferred, or 2-5 years experience as an engineer, architect, or as superintendent or foreman in charge of construction.
- Valid, Class "C" Texas Drivers License is required.
- State of Texas Plumbing Inspector's License, or the ability to obtain within six (6) months.
- Certifications by model code agency or ICC in at least two (2) areas of disciplines, i.e., Building, Electrical, Mechanical and Plumbing/Gas.
- Working knowledge of all applicable building and construction codes including Standard Codes, National Electrical Code, Housing Code, Unsafe Building Abatement Code, NFPA and ANSI standards.
- Knowledge of procedures for record keeping, reports, documentation and citations.
- Ability to communicate effectively with contractors, architects, engineers, city planners and the public.

**JOB SUMMARY:**

Inspects new and existing buildings and structures to enforce conformance. This will include; residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, chimneys, and stairways meet provisions of building, grading, zoning and safety laws and approved plans, specifications, and standards. Contribute to team effort by performing other related duties as may be assigned.

**Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:**

Must have the ability to calculate figures and amounts such as measurements, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Must have the ability to solve practical problems; ability to interpret a variety of instructions- furnished in written, oral or diagram form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Database and Word Processing software.

**Tools and Equipments Used:**

City vehicle for City of Freeport business; engineering scale, architectural scales, screw driver, plumbing level, pager, cell phone, pc, fax machine, copier and telephone.

**DUTIES & RESPOSIBILITIES:**

- Regular and timely attendance at work is required.
- Obtain permission from owners and tenants to enter establishments.
- Examine and visually inspect all areas to determine compliance with Building Codes and City Ordinance standards for minimum life safety protection.
- Measure dwelling units, rooms and/or commercial establishment to determine compliance with ordinance space requirements.
- Prepare forms and letters advising property owners, contractors, engineers or architects of possible violations and time allowed for correcting deficiencies.
- Revisit construction sites (as needed) to verify that required corrections have been made to code omissions and/or deficiencies.
- Serves as "essential personnel" and is required to remain available for immediate call-in due to any natural or manmade disaster, or any other event the Building Official and/or City Manager deem necessary.

**OTHER DUTIES:**

This job description is intended to describe the general nature of work performed by the Building Inspector and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

**PHYSICAL/MENTAL REQUIREMENTS:**

Physical: While performing the duties of this job, **the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; sit; use hands to type, write, handle, drive, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds.** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Mental: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts. This position requires the ability to make independent and sound judgments.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date