



CITY INSPECTOR JOB DESCRIPTION

City of West Lake Hills, Texas

GENERAL PURPOSE

Under administrative direction from the Director of Building & Development Services, manages the City's code enforcement and public works projects

SUPERVISION RECEIVED

Reports to and works under the general supervision of the Director of Building & Development Services.

SUPERVISION EXERCISED

Support staff as assigned, such as public works contract employees.

Essential Duties and Responsibilities

1. Code Enforcement:

- Enforces all applicable building and property maintenance codes relating to health, safety, welfare, construction, and community preservation and resolves complex and sensitive code violation issues, using tact and diplomacy to encourage voluntary compliance.
- Receives complaints of code violations from the public, City staff, and others. Performs onsite inspection of property and construction, investigates, and conducts research to determine compliance with codes and locate unlicensed activities.
- Evaluates information pertaining to applicable codes and ordinances and recommends appropriate course of action.
- Contacts responsible parties and prepares compliance letters, issues notices and citations, initiates other corrective action, and performs follow-up to ensure compliance.
- Maintains and updates computerized records of inspection activity; maintains case files, and calendar system to track case activity.
- Prepares periodic activity reports for Department and City Council.
- Responds to inquiries from the public, City staff, and others, interpreting and explaining City codes, ordinances, policies, and procedures pertaining to code compliance.
- Prepares case information for legal proceedings and may act as the City's representative and present evidence.
- Develops educational material and public awareness campaigns for the Code Compliance Program including the preparation of press releases as directed.

2. Public Works Supervisor:

- Coordinates and supervises roads, paving repair, storm sewer and equipment management operations, and related Public Works maintenance programs and facilities.
- Responsible for developing, coordinating and supervising operating methods, procedures, and programs for road, paving repair, storm sewer, and equipment management operations.
- Develops preventive maintenance programs for streets, storm sewers, bridges and



equipment. Prepares divisional budget, monitors budgetary expenditures, and resolves operating problems.

- Exercises considerable independence in developing and carrying out assigned projects and is responsible for their successful completion.

3. Building Official:

- Confers with and provides technical advice to architects, engineers, developers, contractors, and property owners concerning ordinance related matters.
- Reviews construction documents and building permit applications for compliance with the applicable codes and standards. Prepares written comments to submit to applicant.
- Coordinates with City's building inspection contractor to oversee building inspection process.
- Meets with contractors and subcontractors at job sites, as necessary, to resolve complex code issues.
- Interprets the building, plumbing, mechanical, electrical and zoning codes. References as needed.
- Provides technical assistance to the Zoning and Planning Commission, City Council, and Board of Adjustment, as necessary.
- Represents the City in matters pertaining to construction.
- Issues Certificates of Occupancy and closes-out open permits after all final inspections cleared.

4. Flood Plain Manager:

- Enforce minimum floodplain management standards for participation in the National Flood Insurance Program. Works closely with State and local officials to identify flood hazard areas and flood risks.
- Prevents new development from increasing the flood threat and to protect new and existing buildings from anticipated flood events.

MINIMUM QUALIFICATIONS

Knowledge of and Ability to:

- Ability to read and understand building plans.
- Knowledge and understanding of construction practices, terminology, and principles.
- Knowledge of and ability to interpret complex regulatory codes (zoning, development, construction, signs, subdivisions, etc.).
- The ability to read and accurately interpret construction plans, specifications and reference materials.
- The capacity to analyze facts, recognize problems, and formulate and implement viable solutions.
- The skills necessary to effectively communicate verbally and in writing with the general public, property owners, field inspectors, fire and health officials, utility representatives, architects, engineers, planners and developers as well as City Staff, Boards, and Commissions in a positive and productive manner
- The ability to safely and legally operate a motor vehicle to complete some essential functions of this job.



- Technological and computer-literacy with proficiency in the Microsoft Office Suite of applications, Incode/Invision software, and MyPermitNow.
- The physical ability to move around residential and commercial construction sites, including gaining access to attics, rooftops, trenches and basements. Employee may be exposed to reasonable industrial and construction hazards such as noise, dust, pollen and fumes. Ability to access remote sites that may require climbing and traversing steep slopes and rough terrain in all weather conditions.
- Must be able to sit or stand for long periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Must possess general manual dexterity to proficiently operate computer and other office machines (including but not limited to smart phone, laptop, digital camera, calculator, copier, credit card machine, and fax machine), perform filing or other office functions, and reach items with hands or arms.
- Must be able to use stepstools and stepladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.

SPECIAL REQUIREMENTS

- Certification as Texas Code Enforcement Officer
- Certification as a Flood Plain Manager
- International Code Council Residential Building Inspector/Plans Examiner Certifications
- Possession of a valid Texas Driver License issued by the Department of Public Safety
- Must be bondable

TOOLS AND EQUIPMENT USED

- Personal computer including Windows 10, Office 365, Outlook, Excel, Word, word processing, spreadsheet, internet, web client, Incode, 10-key calculator; phone; scanner/copy machine; fax machine.

PHYSICAL DEMANDS

- Vision adequate to operate vehicles and office equipment, read instructions and follow directions.
- Hearing adequate to converse on telephone and in person.
- Body mobility adequate to drive, perform site inspections, and perform related office duties including reaching and bending for files and related office items.
- Use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions.
- Ability to lift office files, binders, and small office equipment as needed.

WORK ENVIRONMENT

- The work environment characteristics 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.
- The noise level in the work environment is usually moderate.