

# EMPLOYMENT OPPORTUNITY



## ***SENIOR BUILDING INSPECTOR / PLANS EXAMINER***

### **GENERAL PURPOSE OF POSITION:**

The purpose of this position is assist in overseeing the daily activities of the Building Inspection division of the Development Services Department, including performing expert, customer service-based, on-site inspection services to residents, property owners, and the building community, and performing expert plan review of City plans for compliance with minimum requirements, in order to safeguard public health and safety, as well as supporting oversight of administrative duties of the division.

**The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.**

### **ESSENTIAL JOB FUNCTIONS:**

- \* Provides excellent customer service
- \* Performs on-site inspections to verify compliance with building, electrical, plumbing, mechanical, zoning, and sign code requirements
- \* Review plans for compliance with building, electrical, plumbing, mechanical, zoning, and sign code requirements
- \* Interprets, advises, and provides technical assistance to contractors, developers, and homeowners regarding City Codes
- \* Reviews changes in state and federal requirements and provides recommendations for local amendments to ordinances
- \* Serves as primary liaison to third-part building plan review and inspections contractor
- \* Serves as administrative backup for permitting functions related to the division.
- \* Cross-trains building staff regarding codes, processes and procedures related to the division
- \* Assists in annual budget preparation
- \* Exemplifies a cooperative attitude to work effectively with others
- \* Has regular and consistent attendance for the assigned work hours
- \* Performs other duties as assigned or required by the supervisor

### **REQUIRED EDUCATION AND EXPERIENCE:**

- \* High School Diploma or GED
- \* Three (3) years experience with municipal inspections and one (1) year experience with plan review; or equivalent combination of experience
- \* Preference will be given to those possessing any of the following ICC certifications; B-1,

- E-1, M-1, P-1, or R-3
- \* Valid Texas driver's license

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- \* International Code Council Building Codes, including building, electrical, mechanical, and plumbing,
- \* Inspection practices, techniques, and methods.
- \* Knowledge of building construction material specifications and tolerances.
- \* Basic record keeping, mathematical principles
- \* Principles of business letter writing and basic report preparation
- \* Office equipment including computers and supporting word processing and spreadsheet applications.
- \* Pertinent Federal, state and local laws, codes and regulations

**Skill in:**

- \* Making sound decisions and using good judgement
- \* Communicating clearly
- \* Conflict resolution
- \* Evaluating the effectiveness of programs

**Ability to:**

- \* Read, interpret and enforce applicable city, state and federal codes, ordinances and regulations related to building codes, sign, zoning, environmental health and health safety.
- \* Interpret and communicate city codes and ordinances to the general public
- \* Collect and compile data from different sources.
- \* Manage multiple assignments on a daily basis
- \* Communicate clearly and concisely, both orally and in writing
- \* Establish and maintain effective working relationships

**Physical Demands / Work Environment**

Depending on assignment, this position requires touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting. A Senior Building Inspector / Plans Examiner typically exert up to 50 pounds of force occasionally, up to 30 pounds of force frequently, and/or up to 20 pounds of force consistently having to move objects.

**GENERAL INFORMATION:**

Compensation is \$70,000.00 annually with the starting salary commensurate with qualifications and relevant experience.

The Senior Building Inspector / Plans Examiner is a full-time non-exempt position.

TMRS Retirement. 7% employee contribution with a 2 to 1 employer match. Vested after five years of service. TMRS provides 1x your annual salary in life insurance benefit. Employees are retirement eligible upon vesting and at least age 60 or with 20 years of service credit at any age

as well as restricted prior service credit.

12 paid holidays.

100% of employee health, dental vision, life, telehealth, tele-counseling, short/long term disability benefits paid as well as 50% of dependent health coverage!

For more information regarding all of the benefits offered by the City of Van Alstyne please review our [Summary of Benefits](#)

Candidates MUST successfully complete a background check (including criminal history), drug screening and pre-employment physical. All candidates MUST SUBMIT CITY APPLICATION and resume to be considered to: City of Van Alstyne, Attn: Human Resources, 152 N. Main Dr.; P.O. Box 247, Van Alstyne, Texas 75495-0247.