



City of Jarrell

161 Town Center Blvd

Jarrell, TX 76537

512-746-4593

www.cityofjarrell.com

Contract Building Inspector/Plan Reviewer

Job Description:

Performs a variety of routine and complex technical review in building inspection work to ensure that adopted building, plumbing, mechanical, electrical, and other codes, and State standards are met. Must be familiar with building construction systems including structural, mechanical, electrical, plumbing, gas, and fire protection. Provides field enforcement of UDC and construction standards. Reviews construction plans, writes field reports, maintains official records, and assists the development community in person and over the phone.

Supervision Received and Exercised

Works under the broad policy guidance and direction of the City Planner.

Essential Duties and Responsibilities

- Responsible for inspection of construction in the City, including, but not limited to building, plumbing, electrical mechanical, and energy inspections to see that all related codes and ordinances are followed.
- Performs on-site inspections of footings, foundations, framing, electrical, plumbing, mechanical, and energy systems, etc.
- Issues and reviews building and maintains complete records of permits and work performed.
- Examines general framing and structure of buildings to ensure that corners are tied in place, that trusses are tied down and set at proper distances, that floor joists are set at right distances and proper spans, and that bridging is put up and in place, and that the general quality and grade of lumber used in construction is standard, etc.
- Performs electrical inspections examining for right size of panels, correct uses, and sizes of wire, for correct number of circuits, for correct numbers and location of switches, etc. to insure that adopted national codes are adhered to.
- Performs plumbing inspections of all plumbing fixtures examining for vent size, grade, and size of pipe, and examines all joints for proper sealing to ensure that there are no leaks, etc.
- Performs water tests on all completed plumbing, examining for sealing and leakage, etc.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance; responds to complex and sensitive building issues.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Performs plan review of new residential and commercial related construction, and plan review of alterations, additions, and accessory structures to existing structures.
- Research, analyze and provide information and recommendations for amendments to codes, ordinances, and procedures, and for special projects.



City of Jarrell

161 Town Center Blvd

Jarrell, TX 76537

512-746-4593

www.cityofjarrell.com

- Ensures methods, procedures, and standards relative to the development process are consistent with customer needs and adopted City development plans and public works standards.
- Develops and maintains professional working relationships with City staff, governmental agencies, developers and consultants,
- Consult with engineers, architects, builders, and contractors to discuss plans and compliance with various codes.
- The employee must have the ability to work well with others and have a good/pleasant attitude.

Education and Experience

MINIMUM QUALIFICATIONS:

- Two (2) years of experience in general construction or related fields; and
- Certificates, Licenses, Registrations: Licensed as a Plumbing Inspector by the State Board of Plumbing Examiners; Certified in International Code Council as either a building, electrical, plumbing, mechanical, energy code inspector or combination inspector, a valid Texas driver's license and a good driving record or the ability to get certifications within twelve (12) months of hire.

Preferred Qualification:

- Ability to review and inspect fire code.

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.
- Work is performed mostly in outdoor settings.
- While performing the duties of this job, the employee is required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, climb or balance; stoop, kneel, crouch or crawl, talk and hear.
- The employee must occasionally lift and/or move up to twenty-five (25) pounds.