

SENIOR BUILDING INSPECTOR

TOWN OF ADDISON



972.450.2817
for more information



Please apply online at
www.addisontexas.net



Apply in person at:
5300 Belt Line Road
Dallas, Texas 75254

POSITION DESCRIPTION

Under general supervision, conducts on-site inspections of new additions, alteration, remodels, and group-up projects for both commercial and residential construction components to determine compliance with applicable codes, laws, and ordinances.

ESSENTIAL JOB FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, the following:

- Performs inspections of commercial and residential construction projects to determine conformance with building, electrical, plumbing, mechanical, and fire laws, codes, ordinances, and regulations; responds to and investigate complaints and reports of unpermitted work.
- Records inspection results; researches manufacturer products; verifies licenses and insurance.
- Posts inspection results and data in appropriate computer system; researches building materials and information; provides contractors and other interested parties with inspection results.
- Reads and interprets building codes, ordinances, plans, statutes, lab and engineering reports, blueprints and other similar documents.
- Reviews plans and permits to verify compliance with various codes; performs testing for lead in water systems.
- Prepares a variety of reports, correspondence, memos, and other documents.
- Communicates codes, ordinances, and regulations to residents, the public, contractors, developers, property owners, and other involved parties.
- Performs inspections for special events to ensure the safety of electrical systems and identify potential hazards.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

High school diploma or GED equivalent; AND five (5) years of experience in a construction trade; OR an equivalent combination of education, training, and experience. Ability to establish and maintain harmonious relations with fellow employees, Town officials, and outside contracts. Safe driving record. Clear criminal background check and clear pre-employment drug screen.

MINIMUM QUALIFICATIONS, CONTINUED

Knowledge of:

- Safety policies, procedures, and practices.
- Plumbing, electrical, mechanical, and building codes.
- Applicable local, State, and Federal laws, codes, regulations, and ordinances.

Skill in:

- Interpreting and explaining construction related codes, standards, regulations, and ordinances and the need for compliance.
- Reading and interpreting construction related blueprints, schematics, and drawings.
- Completing mathematical calculations.
- Enforcing building codes tactfully and professionally.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

License and Certification Requirements

A valid Texas Driver's License is required. Must be a licensed inspector in one or more disciplines, such as plumbing or electrical. Must possess a Residential and Commercial Combination Building Inspector's license issued by the International Code Council. A State of Texas Plumbing Inspector's License or must be obtained within six (6) months of appointment.

ATTENDANCE REQUIREMENTS

This is a nonexempt position. Routine schedule is 40 hours per week, Monday through Friday. Schedule may be modified if department needs arise. May be required to work overtime if needed.

BENEFITS & SALARY INFORMATION

- Annual salary range: \$49,875.00-\$72,854.08
 - Certification pay is available for this position at \$50.00/month for preferred certifications.
 - Competitive compensation package with partially paid Health & Dental Insurance for employee from date of hire.
 - Addison participates in the Texas Municipal Retirement System (TMRS) with a 7% employee contribution with 14% Town contribution at retirement. Fully vested after 5 years.
 - Optional deferred compensation 457 Plan with Town contribution after new hire trial period.
 - Tuition reimbursement program at 50% of tuition cost.
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APPLICATION PROCESS

To apply, please submit an online application at www.addisontexas.net and attach your resume and letter of interest. For additional information about the **Senior Building Inspector** position, please contact Human Resources Analyst Caitlin Kite at 972.450.2817.

The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, age, or disability in employment or the provision of services.
