



Job Description – Chief Building Official/Inspector

Job Title:	Building Official/Inspector	Department:	Development Services
Group:		FSLA Status	Exempt
Salary Range:	DOE/not to exceed midrange	Position Type:	Full-time
Reports To:	Development Services Director	Directs:	

Applications Accepted By:

<p>E-MAIL:</p> <p>hrdirector@palestine-tx.org</p> <p>Subject Line:</p> <p>Attention: Human Resources/ Job Title</p>	<p>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)</p> <p>City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8421</p>
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Job Description

OBJECTIVE

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 NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION

This position serves as the City Building Official and is responsible for providing inspection services associated with the review, approval and enforcement of City of Palestine adopted building codes. The Building Official participates in the permitting process in accordance with the City Code and all applicable ordinances.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

- Reviews construction blueprints, plans and drawings for commercial, public, private and residential construction, additions, and/or remodeling projects; interprets codes relating to building engineering, zoning, governmental regulations, Life Safety and other areas; prepares a variety of reports, documents and correspondence relating to building permits and code compliance; conducts periodic on-site inspections; determines compliance with building, electrical, mechanical, plumbing, gas and other applicable codes and ordinances.
- Works with contractors and others to resolve problems; provides direction and assistance to contractors; identifies code violations; issues letters to alleged violators and stop work orders to ensure enforcement of code requirements; as required, prepares and files ordinance violation complaints; testifies in court; works with various Boards regarding requests for variances and other requests; participates as staff representative.
- Performs other duties as assigned or required



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- Knowledge of applicable local, state and Federal statutes, rules, codes, regulations, ordinances, building, plumbing, mechanical, gas, electrical and other relevant building codes, City of Palestine policies and procedures, and other governing documents.
- Knowledge of the principles of the building industry including residential, retail, commercial, and industrial requirements.
- Knowledge of court process and legal terminology.
- Knowledge of the principles of records and file management.
- Knowledge of conflict resolution.
- Knowledge of building, site plan and review.
- Skill in reading, understanding, interpreting and applying statutes, rules, codes, ordinances and related policies and procedures.
- Skill in reading blueprints, drawings, schematics and other architectural/construction documents.
- Skill in supervising staff; ability to evaluate staff and provide feedback on a daily basis.
- Skill in establishing and maintaining effective working relationships with employees, other city departments, contractors, vendors, the general public and others having business with the city.
- Skill in operating a computer utilizing a variety of software applications.

OTHER IMPORTANT JOB FUNCTIONS

- Ability to review and assess substandard structures, and present cases to the Building and Standards Commission.
- Correspond with owners of the substandard structures, per ordinance requirements.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must possess a high school diploma or GED AND five years of progressively responsible experience in the building trades involving plans review and evaluations, electrical, plumbing, concrete installation and/or repair or closely related responsibilities.

OTHER ACCEPTABLE EXPERIENCE AND TRAINING

- Past experience in performing Residential and Commercial Building Inspections and Plan Review for a municipality.
- Detailed knowledge of the State Plumbing Law.

PHYSICAL DEMANDS

- May be exposed to dangerous machinery, hazardous chemicals, potential physical harm and/or exposure to extreme weather conditions.

CERTIFICATIONS AND LICENSES REQUIRED

Must be willing and capable of completing all required courses and classes for certification requirements.

Must possess a Valid Texas motor vehicle driver's license.

- Must have the following certifications:



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- ICC Plan Examiner Certification
- TSBPE Plumbing Inspector License
- ICC Building Inspector Certification.
- Certified Building Official Certification, or the ability to obtain this within one year.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record

Regular attendance is required.

ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).

Reviewed By:	Mark Miears	Date:	March 1, 2022
Approved By:	Teresa Herrera	Date:	March 1, 2022
Last Updated By:	Lisa Cariker	Date/Time:	03/01/2022
Received By:		Date:	