



Class Code:

## BUILDING INSPECTOR II

CITY OF CELINA  
Last Update: January 2021

FLSA Category: Non-Exempt

EMERGENCY ESSENTIAL

It is an exciting time to work for the City of Celina. We are growing and looking for dedicated and collaborative people to join our team of talented and valued employees. High performing organizations have a set of principles, core values that are used to implement their goals and objectives. Those values represent what we are deeply passionate about and guides the decisions of the individual employees and the organization. At the City of Celina, we demonstrate our high performance by modeling the Values of **Integrity, Community, Excellence** and **Service** and it is expected of all we employ.

**Summary:** Under general supervision by the Chief Building Official and Chief Building Inspector, the purpose of the position is to ensure compliance of the City and State Building Codes. Employees in this classification perform skilled level work. Position is responsible for inspecting and certifying new, existing, and altered buildings and structures. Performs related work as required and complies with the City of Celina's core values.

*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) duties include, but are not limited to the following.*

### Essential Job Functions:

- Provides outstanding customer service in a helpful, positive, and joyful manner while demonstrating the principles of Servant Leadership
- Inspects new and existing residential, business, commercial (TFO's and R2 Occupancy) and other buildings and structures for conformance with safety and other requirements of national, state, and local codes
- Reviews building permits and writes field reports
- Verbal and written communication skills are an essential job requirement
- Drives to and from destinations as assigned by supervisor
- Administers and interprets applicable sections of the City's Code of Ordinances
- Responds to concerns and inquiries from the citizens, contractors, engineers, and other entities on all aspects of building inspection, to include plumbing, building, mechanical, fire, and electrical codes
- Enters inspection results in computer database and answers phone calls regarding inspections
- Utilizes computer and data entry software to maintain and track inspection records
- Comply with all written City policies and procedures
- Adhere to assigned work schedule as outlined in City and department attendance policies and procedures
- Must be able to accept supervisor's direction and interpretations
- Must be able to provide excellent customer service

- Performs other duties as assigned

**Required Knowledge and Skills:**

- Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information.
- Requires the ability to operate tools, and/or materials used in performing essential functions
- Requires the ability to utilize a variety of advisory data and information, such as building, plumbing, electrical, and mechanical codes, the City Ordinances, and architectural drawings
- Requires moderate skills in computer applications such as Microsoft Office's Excel and Word, in addition to permitting software
- Ability to interpret instructions furnished in written, oral, diagrammic, or schedule form
- Ability to exercise independent judgement to adopt or modify methods and standard to meet variations in assigned objectives
- Sufficient emotional and mental maturity to operate in a fast-paced environment where workloads and service expectations are both high
- Ability to meet the City driving standards and the ability to pass a pre-employment drug screen and background check
- Ability to work in a team environment; contribute as a team member, and treat co-workers, subordinates, and customers with respect
- Build professional relationships with internal staff and customers
- Offer flexibility and adaptability, especially during times of change
- Communicate effectively both orally and in writing

**Required Knowledge and Skills:**

- High School diploma or GED
- Must possess and maintain a Class C Driver's License
- Must possess a TSBPE inspector's license
- Three ICC Inspector's Certifications - Residential or Commercial (electrical, plumbing, mechanical, or building). A trade license may substitute for one ICC Certification and/or two years as an Inspector I or combination of both

**Preferred Education, Experience, and Certifications:**

- ICC Building, Electrical, Plumbing and Mechanical Inspector certification (s)
- Vocational/Technical degree and/or a Plumbing Trade license. Two (2) years previous related experience with training that includes two (2) years in the construction field
- Any work related experience resulting in acceptable proficiency levels in the above required knowledge and skills is an acceptable substitute for the above specified education and experience requirements

**Environmental Factors and Conditions/Physical Requirements:**

- There is limited exposure to environmental conditions. Task may require exposure to strong odors and/or smoke, traffic hazards, extreme heat/cold or extreme weather conditions.
- Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

- Tasks involve walking around uneven, wet, muddy, and slipper conditions

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, audiovisual equipment, mobile and desk telephones and department vehicle.
- Various hand tools and equipment

**ACKNOWLEDGEMENT**

I acknowledge that I have read and understand the duties necessary to be successful in this position. I understand this description is not an employment agreement or contract and the City has the exclusive right to alter this description at any time without notice. If, at any time, I become unable to perform the essential functions of the above position, it is my responsibility to notify my supervisor and/or Human Resources.

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Employee Printed Name

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Date

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Employee Signature

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein.*

