



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 796.5

Job Title: **ASSISTANT CHIEF INSPECTOR**

Pay Grade: 25

GENERAL SUMMARY:

Assists in supervising the enforcement and implementation of building/electrical codes for compliance of electrical components and systems during construction and alterations for life and safety.

RESPONSIBILITIES:

- Supervises and monitors work practices, assignments and personnel.
- Conducts on-site inspections to check for code compliance and violations.
- Handles phone inquiries and enters data into the computer.
- Keeps abreast of new code changes and materials.
- Assists in training and development and work progress of inspectors.
- Supervises maintenance of records.
- Evaluates and prepares budget recommendations.
- Interprets electrical codes and ordinances for management, technical professionals and general public.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in a field closely related to the area of inspection to be performed; or a high school diploma/GED and certification/licensing in a technical specialty program of over 18 months in the area of inspection to be performed. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Seven years of journey level experience closely related to the area of inspection to be performed, whether in the building trades, heavy construction, inspection or water quality control, are required. Two years of this experience must be in a supervisory capacity.

A Bachelor's degree in a field closely related to the area of inspection to be performed may be substituted for the education requirement and two years of the experience requirement.

License: Plumbing inspectors must be licensed by the State Board of Plumbing Examiners. City of Houston technical licenses may be required.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly request personnel actions, such as hiring, terminations, pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Inspector Trainee
- Community Service Inspector
- Inspector
- Senior Inspector or Multi-Discipline Inspector
- Assistant Chief Inspector
- Chief Inspector

Effective Date: October 1990

Revised Date: September 1999