



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 796.6

Job Title: **CHIEF INSPECTOR**

Pay Grade: 27

GENERAL SUMMARY:

Assists, manages and supervises the review of construction documents and enforcement of codes and ordinances during construction and alterations.

RESPONSIBILITIES:

- Supervises and coordinates personnel to achieve operational objectives.
- Manages and monitors records for applications, permits, annual fees and licenses.
- Handles inquiries from technical professionals, contractors and the general public.
- Trains and develops personnel to increase understanding and technical application of codes, policies and procedures.
- Conducts and schedules field and special inspections.
- Troubleshoots problem areas, identifies and recommends improvements and/or solutions.
- Reviews and evaluates construction plans and inspection reports.
- Interprets codes, ordinances and other technical reports.
- Develops and implements policies and procedures.
- Advises officials of Life Safety Appendix inspections.
- Coordinates activities with other departments, agencies and community groups.
- Evaluates and prepares budget recommendations.

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:

Ten 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. Three years of this experience must be in a supervisory capacity.

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

SPECIFICATIONS: (continued)

EXPERIENCE: (continued)

License: Plumbing inspectors must be licensed by the State Board of Plumbing Examiners.

COMPLEXITY:

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

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

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

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

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 involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

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