CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 796.2

Job Title: **INSPECTOR**

Pay Grade: 18

GENERAL SUMMARY:

Coordinates the enforcement and application of various codes, ordinances and technical specifications for structural, electrical, plumbing and mechanical facilities, structures and systems, to assure conformance with plans and specifications.

RESPONSIBILITIES:

- Prepares, conducts and reviews various types of inspections, such as tunnels, manholes, shaft sites and new construction or construction revisions, for compliance with specifications.
- Performs inspections, identifies problem areas and recommends solutions. Prepares and serves correction notices and may serve violation citations.
- Meets with general public, contractors, technical professionals and businesses to respond to inquiries and technical problems.
- Performs record keeping activities to maintain filing systems, reports and documentation.
- Researches and evaluates plans, specifications and drawings.
- Prepares and submits various technical reports.

When Assigned to Fleet Department

- Installs and repairs mechanical equipment and components
- Provides preventive maintenance to equipment
- Performs vehicle, equipment and refueling infrastructure inspections to ensure compliance with applicable regulations.
- Services fueling equipment and infrastructure. Transports fuels and lubricants on an as needed basis to service facilities and emergency response vehicles.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma/GED, and up to 18 months of education or training 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:

Two years of journey level or skilled experience related to the area of inspection to be performed are required.

SPECIFICATIONS (cont'd):

Certificate/License:

Code Enforcement: The following certificates/licenses are preferred to be obtained within 11 months of employment in the area of inspection to be performed:

Plumbing	- licensed by the State Board of Plumbing Examiners; and, ICBO or IAPMO Plumbing Inspector Certificate.
Electrical	- ICBO or IAEA Inspector's Certificate.
Mechanical	- ICBO Mechanical Inspector's Certificate.
Structural	- ICBO Building Inspector's Certificate.
Occupancy	- ICBO Certificate in the primary area of inspection to be performed.
Elevator	- QEI Elevator Inspector's Certificate.

When Assigned to Fleet Department
Class A or B Commercial Driver's License (CDL) to include HazMat (X) Endorsement within 6 months of employment.
Complete Texas UST A/B Operator Training within 3 months of employment.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:
Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

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 routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

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

MISCELLANEOUS:

All duties and responsibilities may not be listed 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: October 1990
Revised: April 1996
Revised: December 2022
Revised: May 2023