



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 796.3

Job Title: **MULTI-DISCIPLINE INSPECTOR**

Pay Grade: 21

### **GENERAL SUMMARY:**

Enforces and maintains the understanding and application of building codes and ordinances for structural, electrical, plumbing, mechanical, energy and flood plain management, structures and systems.

### **RESPONSIBILITIES:**

- Identifies, schedules, conducts and reviews various types of inspections of structural, electrical, plumbing, mechanical installations, energy and flood plain management to ensure compliance with codes and regulations.
- Enters data from forms and reports to track and maintain project performance and status on computer.
- Handles all inquiries from technical professionals and general public to increase knowledge and insight of code requirements.
- Reviews multi-discipline plan reviews and investigations.

### **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 inspections to be performed. May require valid Texas driver's license and compliance with the City of Houston's policy on driving.

#### **EXPERIENCE:**

Four years of journey level experience in building trades construction, with two of these years in inspections.

#### **LICENSES & CERTIFICATION:**

##### **If assigned to Residential, must possess:**

- Must possess the following International Code Council (ICC) Certifications:
  - Residential Mechanical Inspector
  - Residential Electrical Inspector
  - Residential Building Inspector
  - Residential Energy Inspector/Plans Examiner
- Certified Floodplain Manager (CFM) from the Texas Floodplain Management Association.
- State of Texas Plumbing Inspector's license within 90 days of appointment into this classification.

If assigned to Commercial, must possess the following International Code Council (ICC) Certifications:

- Commercial Mechanical Inspector
- Commercial Electrical Inspector
- Commercial Building Inspector
- Commercial Energy Inspector/Plans Examiner
- Texas Fire Inspector State Certification
- State of Texas Plumbing Inspector's license within 90 days of appointment into this classification.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. 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 requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **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 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 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: June 2020*