CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 796.4

Job Title: **SENIOR INSPECTOR**

Pay Grade: 22

GENERAL SUMMARY:

Provides general supervision of personnel and coordination in enforcing the understanding and technical application of codes and ordinances and technical specifications for structural, electrical, plumbing and mechanical facilities, structures and systems.

RESPONSIBILITIES:

- Schedules, prepares and reviews work assignments.
- Investigates inquiries concerning code interpretations and technical problems from contractors, technical professionals and general public.
- Prepares and reviews reports, forms and records.
- Assists general public with preparing various forms.
- Provides code interpretation to enhance technical quality.
- Conducts various inspections.

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:
Four years of journey level or skilled experience in the area of inspection to be performed are required. In the areas for Electrical, Elevator Trades, Plumbing, Structural, and A/C and Boiler, experience must be journey level experience received after completion of apprenticeship program.

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 limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

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 considerable tact and cooperation involving somewhat sensitive issues or problems.

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 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: September 1999
Revised: May 2023