



200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* www.freeport.tx.us

**POSITION TITLE:** Building Inspector  
**DEPARTMENT:** Community Development  
**RATE CLASS:** Non-Exempt  
**REPORTS TO:** Director of Building & Code/Building Official  
**SHIFT:** 4 – 10 Work Schedule (May be changed at the discretion of the City of Freeport)  
**JOB SUMMARY:**

Under general supervision, the Building Inspector is responsible for conducting on-site field inspections to ensure that new construction and existing properties are in compliance with applicable codes. This will include; residential, commercial, industrial, and other buildings during and after construction to ensure that all components meet provisions of building, grading, zoning and safety laws and approved plans, specifications, and standards. Contribute to team effort by performing other related duties as assigned.

**DUTIES & RESPONSIBILITIES:**

- Conducts field inspections of new and ongoing construction to ensure compliance with all applicable building codes.
- Conducts inspections to determine if existing properties are being maintained in compliance with applicable codes.
- Responds to requests for code interpretation and application from contractors and property owners.
- Maintains record of completed inspections; enters inspection results into computer system.
- Reviews plans and specifications, on-site, to ensure construction is in accordance with City-approved plans.
- Completes plan reviews to check for code deficiencies and local zoning requirements.
- Prepares and reviews reports.
- Attends various classes and seminars as required.
- Serves as "essential personnel" and is available to remain available for call-in as necessary.
- Regular and consistent attendance for the assigned work schedule is essential.

**OTHER DUTIES:** This job description is intended to describe the general nature of work performed by the Building Inspector and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

**Qualifications and Requirements:**

**EDUCATION:**

- High school diploma or general education degree (GED) is required.
- Two (2) years' experience as a Building Inspector with a Municipal District is preferred, or 3-5 years' experience as an engineer, architect, or as superintendent or foreman in charge of construction.
- Valid, Class "C" Texas Drivers License is required.
- Texas State Board of Plumbing Examiners - Plumbing Inspector's License, or the ability to obtain within six (6) months. Plumbing Inspector is required; may accept candidate with pending test date.
- Certifications by ICC in at least two (2) areas of disciplines, i.e., Building, Electrical, Mechanical and Plumbing/Gas.
- Working knowledge of all applicable building and construction codes including International Code Council Codes, National Electrical Code, Housing Code, Unsafe Building Abatement Code, NFPA and ANSI standards.

- Knowledge of procedures for record keeping, reports, documentation and citations.
- Ability to communicate effectively with contractors, architects, engineers, city planners and the public.

**Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:**

Must have the ability to calculate figures and amounts such as measurements, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Must have the ability to solve practical problems; ability to interpret a variety of instructions- furnished in written, oral or diagram form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Database and Word Processing software.

**Tools and Equipment Used:**

City vehicle for City of Freeport business, basic computer equipment, and applicable tools of the trade.

**PHYSICAL/MENTAL REQUIREMENTS:**

**Physical:** While performing the duties of this job, the employee is regularly required to speak and hear to communicate with residents. The employee is frequently required to stand; walk; sit; use hands to type, write, handle, drive, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Mental:** Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts. This position requires the ability to make independent and sound judgments.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

---

Employee Signature

Date

**Job Description:** Building Inspector

**Page 2**