



City of Wilmer
Serving Our Community

Building Inspector

Hiring Salary \$27 - \$30/hour DOQ

POSITION SUMMARY: Ensures that plans for construction of all new and remodeled structures within the City meet subdivision regulation, building codes, and to inspect new and existing structures to determine compliance with City adopted codes. Other duties may include providing information to contractors and homeowners, assisting with administrative support, and interfacing with other City employees and citizens.

ESSENTIAL FUNCTIONS:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Reviews plans relating to the design, construction and/or installation regarding building, electrical, and mechanical, plumbing systems for all new structures.
- Reviews plans for fences, accessory buildings, water heater and other plumbing installations, electrical installations, mechanical installations, and repairs.
- Performs residential and commercial building inspections to ensure compliance with applicable local and state codes and ordinances.
- Reviews plans for compliance with the Code of Ordinances for the City of Wilmer.
- Ensures city building codes and related ordinances are updated according to standard practices and state building code changes.
- Communicates both orally and in writing, technical problems and potential solutions, with the architect/engineer, contractor, and immediate supervisor.
- Provides information to developers, builders, contractors, and the public about building standards and codes.
- Demonstrates effectiveness in dealing with contractors and architects/engineers and enforce contract documents while upholding the best interest of the City.
- Writes thorough reports that document and detail factual, chronological history of the construction, including problems that occur, inspection results and other pertinent project data.
- Maintains a project file, including plans, specifications, approved shop drawings, change orders and important correspondence. Must also operate the permit software.
- May provide permit issuance assistance, contractor registrations, animal registrations, and other permit software duties.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Two (2) years of experience in building inspection, public works, or related experience. with five (5) years of code enforcement experience preferred.
- Possession of Texas Plumbing Inspector's License.
- Class "C" Texas Driver's License with excellent driving record.
- Possession or ability to obtain IPMC certification with six (6) months of hire.
- Bilingual preferred.
- Valid Texas Driver's License.
- A combination of education, training and experience providing the required knowledge, skills, and abilities may be considered.

The City of Wilmer is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation or protected veteran status.