



CITY OF
HEREFORD

JOB ANNOUNCEMENT

JOB #016-24

The City of Hereford will accept applications for the following position:

ASSISTANT CODE INSPECTOR

Salary: Range 8 (\$3,841.00 - \$4,668.00 per month)

An employee in this classification will be responsible for providing administrative support to the Building & Zoning Department, performing duties which are listed on the attached job description, and other duties as assigned.

Employee will report to the ***Chief Building Official.***

The applicants chosen for this position will be required to submit to a pre-employment drug test.

This job is open to ***anyone.***

Applications will be accepted ***until job is filled.***

The City of Hereford is an Equal Opportunity Employer.

All employees of the City of Hereford are employees at will and as such have no property interest in employment or any expectations of continued employment, promotion or any personnel benefits including but not limited to sick leave, vacation leave, compensating time off and disability, life and group health insurance.

ASSISTANT CITY INSPECTOR

DESCRIPTION OF WORK

Job Summary: Provides permit processing information to contractors and citizens; reviews applications for and issues building permits and permits for construction applications; conducts on-site inspections to ensure that residential and commercial construction and existing buildings are in compliance with applicable codes and ordinances; and performs other duties as may be required.

Supervision Received: Work is performed under the general supervision of the Chief Building Official.

Supervision Exercised: None.

EXAMPLES OF ESSENTIAL DUTIES

Accepts building permit applications.

Reviews plans/permit submittals for residential, interior finish, commercial, swimming pools, room additions and single trade permits for compliance with all adopted City codes.

Reviews submitted plans for permits pertaining to fences, signs, and temporary services to ensure compliance with ordinances.

Issues permits for building, plumbing, electrical, construction, and fire prevention.

Issues garage sale permits.

Collects and accounts for permit fees, contractor registration, and zoning fees.

Receives inspection requests from contractors and assigns them to the appropriate inspector.

Responsible for keeping property owner records up-to-date for the City and assist anyone with inquiries to such records.

Conducts field inspections of ongoing construction and existing structures to identify violations with building, electrical, plumbing, mechanical and fire codes and zoning, sign, fence, and abatement of dangerous building ordinances.

Conducts field inspections of existing properties and structures to identify violations with local nuisance ordinances including tall weeds and grass; accumulations of trash, debris and junk; unsanitary conditions, etc.

Assists the Chief Building Official in locating property owners to send out “weed” letters.

Prepares and sends notices of code and ordinance violations.

Issues citations as required, prepares documentation, and represents the City in court cases and hearings when necessary.

Maintains up-to-date knowledge of local, state and federal laws regarding code enforcement activities.

Coordinates work activity, as required, with other Federal, State or local agencies.

Maintains environmental surveys, records of inspections and action taken.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of the applicable codes, ordinances and regulations regarding the building industry and code enforcement function; knowledge of the local zoning regulations; knowledge of terms, symbols and techniques used by architects, engineers and designers in construction plans and specifications; knowledge of data and format requirements for a variety of plats, maps, and diagrams; knowledge of engineering design principles and techniques; knowledge of architectural design principles and techniques desired.

Skills: Skill in taking measurements using tape measures and other standard measuring devices; skill in the use of engineering and architectural scale desired.

Abilities: Ability to read and interpret blueprints, construction plans, specifications and diagrams to verify compliance with standards; ability to recognize design problems or hazards; ability to recognize deviations in the design of and materials used in actual installation from requirements in written plans, specifications and codes; ability to evaluate construction materials, workmanship and methods according to local requirements; ability to perform design calculations related to plan review to verify compliance with standards; ability to evaluate compliance with established ordinances and laws; ability to make mathematical calculations; ability to organize data; ability to identify and correct potential health and safety hazards; ability to make routine decisions in accordance with established laws, and regulations of the City; ability to work independently and to apply knowledge to a variety of situations; ability to make independent judgements; ability to establish and maintain effective working relationships with employees at all levels, officials of other governmental jurisdictions, and the general public; ability to communicate effectively both verbally and in writing.

Education: High school graduate or GED.

Experience: Experience in the building industry or in code enforcement preferred.

Any work-related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities may be an acceptable substitute for the above specified education and experience.

Licenses and Certificates: Texas Driver's License required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to prolonged periods of sitting is frequently required to stand, walk, reach and bend over. The employee must have adequate manual dexterity to operate a personal computer, telephone, copier and other office equipment. The employee must have normal vision and hearing. The employee must occasionally lift and/or move objects up to 25 pounds and occasionally lift or move more than 50 pounds. The employee will generally work in a normal office environment which is generally quiet and frequently outdoors in extreme temperatures including heat, cold, and during inclement weather conditions. The employee will be required to meet regular work and project deadlines and to deal with irate citizens which can be stressful.