

City of Dallas
Classification Specification

Title:	Inspector III	Class Code:	16412
Application:	Career Series	Pay Grade:	G
Supplemental/Code:	Technical/3	Established:	10/01/01
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose

This level Inspector is responsible for very specialized inspection, investigation and enforcement in one of the specialized functions: Signal Construction and Code Specialist. Inspects very complex projects. May be unable to seek advice on difficult technical problems from a supervisor. The Inspector III works independently and is responsible for making decisions requiring technical discretion, sound judgment, and familiarity with specialized problems where the inspector may be the City's final technical authority.

Essential Functions

1. Conducts detailed/thorough inspections in an assigned geographical area or specialization to determine compliance with safety, structural, zoning, plans, mechanical, and/or applicable codes, regulations and ordinances.
2. Investigates alleged violations of federal, state, and local codes, ordinances, and regulations. Requires corrections be made when deficiencies are discovered and assists in determining methods to achieve conformance. May approve alternate methods for compliance.
3. May issue notices of violation and/or citations or closures, conducts follow-up inspections to ensure corrections are made.
4. Provides information to customers regarding codes and other regulatory requirements.
5. May provide testimony during hearings and trials for prosecution of violators of applicable Dallas City Codes or state and federal regulations.

Essential Functions Depending Upon Assignment

1. Examines construction work performed by outside contractors and city personnel (e.g., installation and upgrade of traffic signals) to enforce compliance with contract specifications and ensure quality control:
 - Visits job sites and contractors' place of business to inspect work and materials on hand.
 - Measures quantities of materials used and keeps an accurate records of events to verify contractor's invoice quantities prior to payment.
 - Inspects construction zone to ensure safety procedures are enforced according to the Barricades Manual and the Texas Manual of Uniform Traffic Control Devices.
 - Attends all signal turn-on's to ensure safe transition to signal control is accomplished.
 - Attends meetings for traffic signal operations projects.
 - Collects data for warranted signal reports and follows criteria to determine if signal light is necessary.
 - Develops and implements new signal timing plans using computerized signal timing optimization programs for intersection signal system.
 - Completes contract payment statements, and forward log and invoices to manager for final approval, or
2. Inspects work performed at construction sites and/or reviews construction plans for compliance with building, electrical plumbing mechanical zoning, barricade/sign codes and regulations or inspects home vehicle, television/electronic repair and wood vending businesses and investigates consumer complaints regarding these businesses:
 - Reviews construction plans for compliance with the City's building, plumbing, electrical, mechanical, and zoning codes or barricade and sign regulations and makes corrections in design or construction as warranted.
 - Inspects work performed at construction sites in a specific trades area, issues red, yellow or green tags depending on contractor's compliance with code, and maintains information on permits issued in assigned area and daily activities.
 - Inspects home, vehicle, television and electronic repair businesses and wood vending businesses to ensure proper licenses have been obtained from the city; ensures that repair/remodeling contracts contain all the elements required by ordinance.

Class Code 16412

- Inspects street construction sites to ensure proper barricades and temporary traffic signs are in place to safely direct traffic through work site and protect construction personnel.
- Patrols assigned area periodically to ensure that construction sites have the proper permits for the work being performed, businesses have obtained the appropriate licenses, or barricades have been correctly configured at street work sites.
- Keeps abreast of new materials used in construction, new repair scams, and changes in relevant codes and ordinances.
- Writes citations when necessary to correct violations of code or ordinances.
- Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work Depending Upon Assignment

Ability to conduct thorough inspections.

Ability to establish a good rapport and working relationship with federal, state, and local agencies, other city departments, and the general public.

Knowledge of human relations and supervision necessary to function as a lead worker.

Ability to use power and hand maintenance tools, inspection tools, and precision test equipment.

Thorough knowledge of construction methods and techniques.

Thorough knowledge of Uniform Plumbing, Mechanical, Electrical, Building, or Zoning Codes with City of Dallas amendments, Dallas Development Code, Texas Manual on Uniform Traffic Control Devices, or city ordinances related to consumer protection.

May require ability to read and interpret construction plans and specifications, depending on assignment.

Ability to read, interpret, and apply City codes and ordinances.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to effectively enforce city codes and code-related rules and regulations with firmness, tact, and impartiality.

May require trade license issued by appropriate certifying agency.

Working Conditions and Hazards

Work may require considerable standing, stooping, walking, lifting, climbing, and working in cramped positions.

May be subject to toxic fumes.

May frequently be subjected to grease, oil, dirt, solvents and fuel.

Occasional exposure to inclement weather.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

