

City of Dallas
Classification Specification

Title:	Senior Inspector	Class Code:	16405
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Technical/3	Established:	09/27/00
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose

Inspect difficult and complex construction sites to enforce building, plumbing, mechanical, electrical, and development codes within the City of Dallas.

Essential Functions

1. Assists Inspectors who enforce the development, electrical, plumbing, mechanical, and building codes for buildings in the City; gives seasoned expert advice to Inspectors to enhance the effectiveness of code enforcement.
2. Provides accurate and timely responses to technical and non-technical inquiries from staff and citizens regarding code compliance requirements to ensure consistent enforcement and promote positive public relations.
3. Interprets code regulations and policy guidelines to ensure effective code enforcement through the processing of residential, commercial, and industrial building permits.
4. Contacts and provides information to other departments, other sections within department, field inspectors, contractors, technical boards, code professional organizations, and other city and state agencies to coordinate activities, exchange information, and stay abreast of new developments; keeps abreast of new materials used in construction, new repair scams, and changes in relevant codes and ordinances.
5. Performs difficult and complex inspections to resolve difficult problems in code interpretation; gives advice to Inspectors to ensure accurate interpretation of codes and completion of work.
6. Inspects complex construction sites for code compliance and issues red, yellow, or green tags depending on contractor's compliance with code; maintains information on permits issued in assigned area; serves as a code interpretation resource for Inspectors; and writes citations when necessary to correct violations of codes or ordinances.
7. Suggests modifications to procedures to achieve code compliance more efficiently and effectively; provides input for code revisions.
8. Performs general supervisory/leader responsibilities for a small group of inspectors which may include adjusting work priorities/schedules, performance evaluations and minor disciplinary actions.
9. Performs other duties as assigned.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Thorough knowledge of building, plumbing, mechanical, electrical and/or zoning codes with considerable knowledge of other City codes, ordinances and safety regulations affecting building construction.

Knowledge of City construction codes.

Knowledge of state laws applicable to inspection.

Ability to effectively communicate both verbally and in writing with a wide variety of people.

Ability to read and accurately interpret construction plans, specifications and reference materials.

Ability to analyze facts, recognize problems, and formulate and implement viable solutions.

Ability to establish and maintain effective working relationships with employees, citizens, contractors, architects, engineers, designers, department staff, and other City departments.

May require a journeyman plumbing license, journeyman electrician license and electrical inspector, plumbing inspector, or mechanical inspector certification depending on assignment.

Texas class "C" driver's license required.

Working Conditions and Hazards

Works in office and in field.

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.