



JOB DESCRIPTION

JOB TITLE: Building Inspector/ Code Enforcement Officer

REPORTS TO: Town Administrator

FLSA STATUS: Part-Time

WORK SCHEDULE: Monday to Friday - 20 hours per week. (Occasional evenings, weekends, and holidays.)

JOB SUMMARY

The Building Inspector/ Code Enforcement Officer is responsible for ensuring community safety and aesthetic standards through the enforcement of International Residential Codes (IRC), various technical codes (mechanical, plumbing, etc.), and Town property maintenance ordinances. This multifaceted role involves technical building inspections, plan reviews, proactive code enforcement, and essential administrative support to Town Hall operations. Incumbents exercise independent judgement and technical discretion in the field, identifying code violations and working with property owners to achieve compliance.

DUTIES AND RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Building Inspection & Plan Review

- Review construction plans, drawings, and specifications for conformance with building, electrical, plumbing, and mechanical codes and Town ordinances.
- Conduct thorough building inspections during various stages of construction and remodeling to ensure compliance with applicable Town, state, and national regulations in a timely manner.
- Accurately records and enters inspections findings, details and reports into the online system.
- Evaluate permit applications and prepare deficiency lists for correction prior to the issuance of building permits. Inspect swimming pool construction for compliance with safety and technical regulations.
- Maintain detailed files, reports, and records regarding inspection activities and plan-check findings.
- Meet with Building Committee members to renew/discuss permit applications and plans.

2. Property Maintenance & Code Enforcement

- Enforce the Town's property maintenance ordinances
- Proactively identify and investigate violations regarding tall grass, debris, junked/abandoned vehicles, mildew, overhanging tree limbs and grass encroachment.
- Interface with property owners to explain the nature of violations and the required corrective actions.
- Advise the Town Administrator on code enforcement activities and policy priorities.

- Utilize the Code Enforcement application to generate notifications for properties not in compliance with Town Ordinances.

3. Administrative & Clerical Support

- Assist the Town Administrator or designee with various administrative duties as assigned.
- Communicate with residents, contractors, and builders with the highest level of professional integrity. Maintain a standard of exceptional decorum.
- Manage high-volume inquiries via telephone and email, directing calls and disseminating information as required.
- Perform data entry and maintain filing, inventory, and database systems (manual and digital).
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS

- **Physical Endurance:** Ability to perform moderate to strenuous physical activity, including standing or walking for long periods in South Texas heat and elements.
- **Mobility:** Ability to traverse rough terrain, climb ladders, work at heights or on scaffolding, and work in tight or confined spaces.
- **Lifting:** Ability to lift or carry up to 50 pounds.
- **Manual Dexterity:** Ability to operate office machines (scanners, computers) and conduct on-site technical inspections.

QUALIFICATIONS & SKILLS REQUIRED

- **Education:** High School Diploma or GED required.
- **Certification:** Plumbing, Mechanical, Code Enforcement or Building Inspector Certification with Texas Department of Licensing and Regulation (TDLR).
- **License:** Valid Class C Driver License and acceptable driving record.
- **Communication:** Must be bilingual (English/Spanish) with strong verbal and written communication skills.
- **Technical Knowledge:** Proficiency in Microsoft 365 and municipal data entry systems.
- **Experience:** Municipal experience is a plus. Knowledge of the International Code Council (ICC) Codes and regulations is highly preferred.
- **Interpersonal:** Ability to work well with a variety of people, including private citizens, builders, and Town staff.
- **Integrity:** Must be dependable, punctual, and pass a criminal background check and drug test.

CONTACTS AND RELATIONSHIPS

- This position involves significant contact with the public, contractors, and Town staff.
- The individual must exercise discretion within existing guidelines and use diplomacy to secure compliance with Town codes.
- Supervision consists of periodic meetings with the Town Administrator or designee to discuss policy, priorities, and work review.
- This position is subject to a criminal background check and drug test.