



RESIDENTIAL PLANS EXAMINER & INSPECTOR JOB DESCRIPTION

Approved 04.02.2019

A. GENERAL PURPOSE

The Residential Plans Examiner & Inspector shall be responsible for the practical application of the City of Dripping Springs' (the "City") building codes through field inspection and plan review. The Residential Plans Examiner & Inspector ("this position") will operate under the direction and management of the City Building Official.

This position will interface with City management and other departmental employees. This position will interact directly with builders, architects, developers, and sub-contractors who are doing business with the City. This position shall carry out all responsibilities in accordance with departmental policies and procedures, City codes, City ordinances, and state and federal regulations.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

The Residential Plans Examiner & Inspector shall have the following essential duties and responsibilities:

1. Complete regular Residential Building Plan reviews.
2. Use the MyPermitNow web-based system.
3. Evaluate and complete construction plans and/or specifications for compliance with City code and International Building Codes.
4. Identify and provide comments regarding residential construction plans that do not meet code compliance.
5. Advise applicants on ways and methods to bring proposed residential building into compliance with City code and building code.
6. Work collaboratively to provide technical assistance to other department staff regarding code interpretation, permitting functions, inspection requirements, and construction specifications.
7. Coordinate projects with City staff and other outside agencies where applicable. (i.e. Permit Technician, Code Enforcement Officer, Public Works Director, Contractors, utility agency's – DSWSC, Etc.)

8. Maintain current knowledge of issues, trends, and development in regulatory standards and building code requirements governing the construction industry.
9. Assist the Building Official with implementation of departmental procedures, training coordination, and amendments to construction codes.
10. Complete adequate documentation of any conducted inspections.
11. Comply with the current City building code on all residential projects. (i.e. new construction, additions, alterations, and standalone permit work done by subcontractors)

C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Applicants must possess strong background in building construction. Applicants must possess a High School Diploma or GED. Four (4) years of building inspection, building construction, and/or building development experience is preferred, but applicable work experience may be substituted with the City Building Official's approval.

Applicants must possess a valid, Class C Texas Driver's License and a clean driving record. Applicants must exhibit a professional demeanor and positive communication skills with other construction professionals and City contractors. Standard First Aid and C.P.R. certifications desirable but not required.

Required certifications include:

1. **ICC Residential Combination Certification** (including some or all of the below criteria):
 - a. Residential Building Certification, and
 - b. Residential Mechanical Certification, and
 - c. Residential Electrical Certification, and
 - d. Residential Plumbing Certification

2. Residential Plans Examiner Certification

Knowledge of:

- Principles and practices of building construction.
- General local government laws and practices.
- Inspection Anywhere program.
- Basic report writing and data compilation.
- Modern office methods, procedures, and equipment including computers and applicable software applications.
- Pertinent laws, codes, ordinances, and regulations related to building activities.

D. TOOLS AND EQUIPMENT USED

Personal or work vehicle, phone, tablet or laptop, Microsoft Word, Excel, Outlook, PowerPoint,

MyPermitNow, Inspection Anywhere software program, personal building inspection equipment and general maintenance equipment.

E. SPECIAL REQUIREMENTS

The physical demands described herein are representative of those an employee should successfully perform to meet the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. **INSPECTION WORK REQUIREMENTS:** Work is performed mostly in field settings, not an office setting. Considerable outdoor work is required for the proper inspection of residential construction projects. Applicants must be able to work outside in all weather conditions and lift a minimum of 40 pounds.
2. **RESIDENTIAL PLANS EXAMINER WORK REQUIREMENTS:** Work is performed on a computer via MyPermitNow web-based system.
 - i. While performing the duties of this position, the employee is regularly required to move around to various city sites; communicate effectively; and operate objects or tools, if necessary. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl.
 - ii. Must be able to distinguish colors when working with equipment, electrical panels, or other construction equipment; must be able to operate assigned or personal vehicle.

F. WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works in indoor and outdoor environments. The employee could face exposure to extremes in weather conditions, exposure to vibrations and noise, work on slippery or uneven surfaces, work with electricity, work with and around heavy machinery, work in or near vehicle traffic, or face exposure to dust and fumes from motorized equipment, and possibly, exposure to toxic chemicals.
2. The noise level in the work environment is usually moderate to loud.

G. WORK HOURS

This is a full-time position. Core work hours will be set by the City Building Official and will generally be between 8:00 am and 5:00 pm, including one hour for lunch, Monday through Friday. Additional hours on nights, weekends, holidays, and during emergencies may be needed in this

position under the direction of the Building Official. This is a full-time nonexempt position and eligible for overtime as described in the Personnel Manual. Any overtime hours performed by this position must be preapproved by the direct Supervisor.

H. SALARY

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL."

I. BENEFITS

Benefits shall be in accordance with those outlined in the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL," as may be modified by the specific employee's offer letter and subsequent revisions to the Manual.

J. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Deputy City Administrator at (512) 858-4725.

Please note: This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.